



PUBLIC NOTICE
HUACHUCA CITY TOWN COUNCIL
MEETS
THURSDAY, SEPTEMBER 12, 2019, AT 7:00PM
HUACHUCA CITY TOWN HALL-500 N. GONZALES BLVD. HUACHUCA CITY,
AZ 85616

AGENDA

A. Call to Order

Mayor

- Pledge of Allegiance
- Roll Call and Ascertain Quorum
- Invocation

Any prayer/invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the prayer/invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker. A list of volunteers is maintained by the Town Clerk's Office and interested persons should contact the Town Clerk's Office for further information.

B. Call to the Public

Mayor

A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.

C. Consent Agenda

Mayor

All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without the removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.

- C.1 Consider approval of the minutes of the Council meeting held on August 8, 2019.
- C.2 Consider approval of the Payment Approval Report in the amount of \$ **153,748.00**
- C.3 Consider appointment of Ashley Pietro to serve on the Town's Public Safety Personnel Retirement System "PSPRS" Local Board.
- C.4 Authorize the declaration as surplus property the following items, to be sold by auction or otherwise disposed of in accordance with Town Policy:
 - A. 2002 KIA SEDONA VIN # KNDUP131926213892
 - B. 2002 CHRYSLER TOWN & COUNTRY VIN# 2C4GP44392R605939
 - C. 1998 CHEVROLET SILVERADO VIN# 1GCEK14WXWZ140727
 - D. 1995 PLYMOUTH VOYAGER VIN# 1P4GH54L8SX581813
 - E. 2004 CHEVROLET IMPALA VIN# 1G1JF52F347316094
 - F. 2003 DODGE DAKOTA VIN# 1D7HL38N43S382270
 - G. 2001 FORD TAURUS VIN# 1FAFP55U31A128491
 - H. 2005 PONTIAC SUNFIRE VIN# 3G2JB12FX5S183952
 - I. 2001 OLDSMOBILE ALERO VIN# 1G3NL52E81C174773
 - J. 2013 DODGE AVENGER VIN# 1C3CDZAB1DN537205
 - K. 2003 HONDA ODYSSEY VIN# 5FNRL186X3B105843
 - L. 2001 CHRYSLER SEBRING VIN# 4C3AG42H81E104608
 - M. 1988 LINCOLN TOWN CAR VIN# 1LNBM82FXJY704282

D. Unfinished Business before the Council

Mayor

Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

- D.1 Discussion and/or Action [Mayor Wallace]: Second Required Reading and Adoption of Ordinance 2019-15, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA AMENDING THE TOWN CODE, TITLE 2 "ADMINISTRATION AND PERSONNEL" TO ADD PROVISIONS FOR ESTABLISHING A PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS) LOCAL BOARD IN TOWN CODE AND TO REFERENCE STATE STATUTORY REQUIREMENTS FOR PSPRS LOCAL BOARDS.
- D.2 Discussion and/or Action [Mayor Wallace]: Creation of a Review Board or Advisory Commission for the Town Police Department.

E. New Business before the Council

Mayor

Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

- E.1 Discussion and or/Action [Mayor Wallace]: Presentation of September yard of the month winners. The winners are: Phillip & Yvonne Johnston, Mirena Weber, and Nancy M. Miner.
- E.2 Discussion and or/Action [Spencer Forsberg]: July 2019 and August 2019 Financial Statement Review including Town grant tracking.
- E.3 Discussion and or/Action [Mayor Wallace]: Council decision acceptance of Councilmember Walter Welsch's resignation from Council, effective September 12, 2019.
- E.4 Discussion and or/Action [Mayor Wallace]: Council recognition and presentation of plaque to Councilmember Walter Welsch for six years of service to the Town of Huachuca City.
- E.5 Discussion and/or Action [Clerk Collins]: Announcement of vacant seat on the Town Council and establishment of the timeline for applicants to submit application materials for appointment to it.
- E.6 Discussion only [Mayor Wallace]: Recognition of Mayor Pro-Tem Donna Johnson's sixteen year service award from the League of Arizona Cities and Towns.
- E.7 Discussion and/or Action [Director Harvey] Town 4th of July, 2019, event after-action report and Council approval to schedule the 2020 event for Friday, July 3.
- E.8 Discussion and or/Action [Clerk Collins]: Council approval of Resolution 2019-28 adopting the Arizona State Library's public records retention and destruction schedules for the Town's records.
- E.9 Discussion and/or Action [Mayor Wallace]: First Reading of Ordinance 2019-14, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE, TITLE 2 "ADMINISTRATION AND PERSONNEL," TO CHANGE THE DUTIES OF THE POLICE CHIEF, TOWN MANAGER, TOWN CLERK, FINANCE CLERK AND TOWN COUNCIL; REMOVE PROVISIONS FOR K-9 OFFICERS; HAVE POLICE OFFICERS' AND ANIMAL CONTROL OFFICERS' PAY RATES ESTABLISHED BY THE TOWN MANAGER; AND AUTHORIZE THE TOWN MANAGER TO HIRE POLICE OFFICERS AND ANIMAL CONTROL OFFICERS BASED ON NEED AND BUDGET AVAILABILITY.
- E.10 Discussion and/or Action [Manager Williams]: Council approval of Resolution 2019-29 to adopt an Intergovernmental Agreement (IGA) with the Arizona Department of Transportation [ADOT] to establish maintenance and installation responsibilities for an emergency vehicle pre-emption system ("evp system") in the right-of-way of state highway 90.

- E.11 Discussion and/or Action [Dr. Johnson]: Council approval for temporary closure of Skyline starting Monday September 30, 2019 & Hunt Road for repairs, and approval of expense of \$4997.04 for road repair plus a 10% contingency expense if needed.
- E.12 Discussion and/or Action [Councilmember Banks]: Council approval of Resolution 2019-30 to recommend Chiricahua National Monument be made a national park. Council approval would also authorize Mayor Wallace to sign a letter of support.
- E.13 Discussion only [Mayor Wallace]: Councilmember reports from the 2019 League of Arizona Cities and Towns' conference.

- F. Reports of Current Events by Council
- G. Manager's Report-August
- H. Items to be placed on future agendas
- I. Adjournment

Posted at 5:00pm September 9, 2019 at the following locations:

Town Hall Bulletin Board 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Hall Lobby 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Website https://huachucacityaz.gov
Huachuca City U.S. Post Office 690 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Library 506 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Police Department 500 N. Gonzales Blvd. Huachuca City, AZ 85616

Janine Collins

Town Clerk

Note: This meeting is open to the public. All interested people are welcome to attend. A copy of agenda background material provided to the Committee Members, with the exception of material relating to possible executive session, are available for public inspection at the Town Clerk's Office, 500 N. Gonzales Blvd., Huachuca City, AZ 85616, Monday through Friday from 8:00 a.m. to 5:00 p.m. or online at www.huachucacityaz.gov

Individuals with disabilities who need a reasonable accommodation to attend or communicate at a town meeting, or who require this information in alternate format, may contact the Town at 456-1354 (TTY 456-1353) to make their needs known. Requests should be made as early as possible so there is sufficient time to respond.



**MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
MEETING HELD
THURSDAY, AUGUST 8, 2019 AT 7:00PM
HUACHUCA CITY TOWN HALL-500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order

Mayor

- Pledge of Allegiance
- Roll Call and Ascertain Quorum
- Invocation

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The meeting was called to order at: 7:04

The Pledge of Allegiance was led by: Mayor Wallace

Roll Call

<u>Present:</u>		<u>Absent:</u>	
Johann Wallace - Mayor	Christy Hlrshberg – Council Member	Matthew Williams – Town Manager	Walt Welsch – Council Member
Pro Tem - Donna Johnson	Debra Trate – Council Member	Thomas Benavidez – Town Attorney	
Joy Banks – Council Member			
Cynthia Butterworth – Council Member			

B. Call to the Public

Mayor

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Call to Public:

C. Consent Agenda

Mayor

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Motion C: Open item for discussion and/or action		Action:Open
Moved by: Mayor Wallace	Seconded by: Council Member Hirshberg	

- C.1** Consider approval of the minutes of the Council meeting held on July 25, 2019.
- C.2** Consider approval of the minutes of the Executive session held on July 25, 2019.
- C.3** Consider approval of the Payment Approval Report in the amount of \$44,300.63.
- C.4** Consider approval of \$6620.78 for rental scraper while Town scraper was being repaired.
- C.5** Consider approval of payment of \$5228 for police academy expenses for new police recruit.
- C.6** Consider approval of payment of \$8690.98 for Office 365 G3 software package.
- C.7** Authorize the declaration as surplus property the flowing items, to be sold by auction or otherwise disposed of in accordance with Town Policy:
 - a.** 1969 Winnebago RV Vin # 6381931556

Motion C:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Council Member Trate	

D. Unfinished Business before the Council

Mayor

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D.1. Discussion and/or Action [Mayor Wallace]: Council approval of Resolution 2019-25 to approve the installation of four stop signs at the intersection of Mohave and Navajo streets.

Motion D.1: Open Item for discussion and/or action		Action:
Moved by: Mayor Wallace	Seconded by: Council Member Hirshberg	

Mayor Wallace: This Resolution has the change we requested turning it from two stop signs to a four way stop.

Motion D.1:		Action:
Moved by: Mayor Wallace	Seconded by: Council Member Butterworth	

7:07 Mayor Wallace suspends rules for invocation seconded by Hirshberg

The Invocation was offered by: Mr. James Thomas

7:09 Mayor Wallace reopens regular meeting, seconded by Mayor ProTem Johnson

E. New Business before the Council

Mayor

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E.1 Discussion [Spencer Forsberg] Fiscal year 2018-19 financial status and year-end close out presentation.

Motion E.1: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Council Member Butterworth	

Spencer Forsberg: Good news, when we compare Fiscal Year 2019 to Fiscal Year 2018.

	<u><i>FY Gain/Losses</i></u>	<u><i>Change in Value</i></u>
General fund:	2019- \$-119,847.93 2018- \$-347,899.20	2019- \$216,065.12 2018- \$-11,986.15
Water:	2019- \$-94,285.02 2018- \$-222,749.90	2019- \$64,053.16 2019- \$-64,411.72
Sewer:	2019- \$-38,613.45 2018- \$-139,562.35	2019- \$42,426.52 2018- \$-58,522.38
Garbage:	2019- \$-22,712.59 2018- \$37,190.78	2019- \$9,682.47 2018- \$68,585.84
Landfill:	2019- \$47,878.58 2018- \$-472,388.26	2019- \$245,666.22 2018- \$-274,600.62

Cumulative Net Profit/Loss:

2019: \$-227,580.41
2018: \$-1,145,408.93

Change in Value: Increase of \$917,828.52

E.2 Discussion and/or action [Council member Banks]: Council approval of Resolution 2019-26 to adopt an Intergovernmental Agreement (IGA) with the Arizona Department of Transportation [ADOT] to fund Installation of an emergency pre-emption signal on Highway 90.

Motion E.2: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Matthew Williams: This is the Resolution for the Installation of the emergency signal on Highway 90. We could see the work starting in January/ February time frame depending on the availability of poles. Since hurricane season has started and the demands for poles go up due to the fact that poles get damaged by the hurricanes and those get replaced first. This signal is for police and fire and we have requested that the lights

be red and that the poles are tall enough for the future when this becomes a full traffic intersection all we need to do is switch out lights.

SVMPO Rep: This is the first partnership with the Sierra Vista MPO with Huachuca City. HURF exchange from State fund the project so the town only has to match labor costs.

Matthew Williams: Can't beat the price of this project, working with other cities is how we get things like this done.

Mayor ProTem Johnson: So there will be three lights?

SVMPO Rep: Yes, two at the intersection and then one further down the hill as an advanced signal warning light.

Motion E.2:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.3 Discussion and/or Action [Manager Williams]: Presentation and Council approval of Resolution 2019-27 adopting a plan and policy to fund the Town's Public Safety Personnel Retirement System (PSPRS) unfunded liability.

Motion E.3: Open item for discussion and/or action		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Matthew Williams: PSPRS was established so that police officers & fire department staff could retire at an age where could still safely perform their jobs. Town pays in 21.81% of annual police officer pay per police officer into retirement annually. Officers pay in between 7.65% and 11.65% depending on what tier they fall under. The Town has NO Fire Department PSPRS debt. Police officers pay retirement under 1 of 3 tiers. The Town has 4 police officers under this tier; they have needed to start by January 2011. We have 1 officer in tier 2, they had to have been hired from 01/01/12-06/30/2016. Tier 3, we have one officer in the Academy who will be in this tier. The Town bought its officers continuous prior years served in 2010 when Town entered PSPRS system. The Town pays its required contributions monthly as required. Yet the Town owes \$306,677 in unfunded liability. What created the unfunded liability three Main Factors: PSPRS is supposed to earn 7.3% in interest per year. During the Great Recession it made almost nothing. PSPRS plans for 3.5% income growth annually thru raises or thru additional officers. Town officers just received a 1% raise...their first raise in 6 years. Life expectancies...retired officers are living longer

Joy Banks: Why such a big change in survivor benefits?

Matthew Williams: The State made those changes.

Mayor Wallace: It's a shame that the people in tier 3 pay more but don't have survivor benefits.

Matthew Williams: The Town is actually 74.1% funded which is really good compared to many other towns. 100% funding by June 30, 2036 is required, in accordance with the amortization timeline set forth by the PSPRS June 30, 2017 Actuarial Valuation. We should start paying next year paying 17.3% annually to unfunded liability beginning with FY 2020-21. By paying 17.3% annually the unfunded liability will be zero by FY 2030-31. . I'm proposing we begin paying 17.3% on debt in FY 2020-21; lump sum annual payment. 17.3%=10% toward principal & 7.3% interest for a total of 17.3%. Will pay in full by 2030. Paying this plan by 2030 will save the Town \$662,873.76 vs waiting until 2036. Town will pay in a total of \$353,085.94 by FY 2030. If no payments made until 2036 the town would owe \$1,015,979.70. The Town could also seek a bond or financing to pay down the debt lump sum and pay a lower interest on financing.

Council Member Butterworth: Is this extra or is this everything annually?

Matthew Williams: This is on top of what we pay annually.

Mayor Wallace: Could we look into paying a flat amount every year?

Matthew Williams: Yes we can look into that instead of a percentage.

Motion E.3:		Action: Approved
Moved by: Mayor Wallace	Seconded by: Council Member Banks	

E.4 Discussion only [Mayor Wallace]: Reminder of cancellation of August 22, 2019, Council meeting due to a scheduling conflict with the League of Arizona Cities and Towns conference.

Motion E.4: Open item for discussion and/or action		Action: Reminder
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

E.5 Discussion only [Mayor Wallace]: First reading of Ordinance 2019-15, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE, TITLE 2 "ADMINISTRATION AND PERSONNEL" TO ADD PROVISIONS FOR ESTABLISHING A PUBLIC SAFETY PERSONNEL

RETIREMENT SYSTEM (PSPRS) LOCAL BOARD IN TOWN CODE AND TO REFERENCE STATE STATUTORY REQUIREMENTS FOR PSPRS BOARDS.

Motion E.5: Open item for discussion		Action: Open
Moved by: Mayor Wallace	Seconded by: Council Member Hirshberg	

Mayor Wallace: AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, AMENDING THE TOWN CODE, TITLE 2 "ADMINISTRATION AND PERSONNEL" TO ADD PROVISIONS FOR ESTABLISHING A PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS) LOCAL BOARD IN TOWN CODE AND TO REFERENCE STATE STATUTORY REQUIREMENTS FOR PSPRS LOCAL BOARDS.

E.6 Discussion Only [Director Harvey]: Town 4th of July event after action report

Motion E.6: Open item for discussion and/or action		Action: Moved to Sept
Moved by: Mayor Wallace	Seconded by:	

E.7 Discussion and or/Action [Clerk Collins]: Council approval of resolution 2019-28 adopting the Arizona State Library's public records retention and destruction schedules for the Town's records.

Motion E.7: Open item for discussion and/or action		Action: Moved to Sept
Moved by: Mayor Wallace	Seconded by:	

E.8 Discussion and/or Action [Mayor Wallace]: First Reading of Ordinance 2019-14, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE, TITLE 2 "ADMINISTRATION AND PERSONNEL," TO CHANGE THE DUTIES OF THE POLICE CHIEF, TOWN MANAGER, TOWN CLERK, FINANCE CLERK AND TOWN COUNCIL; REMOVE PROVISIONS FOR K-9 OFFICERS; HAVE POLICE OFFICERS' AND ANIMAL CONTROL OFFICERS' PAY RATES ESTABLISHED BY THE TOWN MANAGER; AND AUTHORIZE THE TOWN MANAGER TO HIRE POLICE OFFICERS AND ANIMAL CONTROL OFFICERS BASED ON A NEED AND BUDGET AVAILABILITY.

Motion E.8: Open item for discussion and/or action		Action: Moved to Sept
Moved by: Mayor Wallace	Seconded by:	

E.9 Discussion and/or action [Mayor Wallace: Council approval for the creation of a Review Board or Advisory Commission for the Town Police Department.

Motion E.9: Open item for discussion		Action: Open
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Mayor Wallace: To create a board if there are any complaints from citizens against the police station. Provide comment and recommendations on Huachuca City Police Department policy, procedure, and practice. This will be an ongoing discussion for future meetings.

F. Reports of Current Events by Council: Senior center will be open for coffee when the Chiricahua clinic is there.

G. Items to be placed on future agendas: 4th of July, Retention Resolution, and Reading of Ordinance 2019-14.

H. Attached to Minutes: Public comment submitted my email

I. Adjournment: 8:06

Motion: to Adjourn		Action:
Moved by: Mayor Wallace	Seconded by: Mayor ProTem Johnson	

Meeting was adjourned at 8:06.

Approved by Mayor Wallace on September 5th, 2019

Johann Wallace, Mayor

Attest: _____
Janine Collins, Town Clerk

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held August 8, 2019. I further certify that the meeting was duly called and a quorum was present.

Janine Collins, Town Clerk

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid Invoices Included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
1022500							
Cigna Healthcare (FACETS Plans	EFT08202019	Employee Health Insurance	08/20/2019	10,465.67	10,465.67	08/21/2019	
Total 1022500:				10,465.67	10,465.67		
1022510							
Principal Life Insurance Co	10001/0818201	employee benefit	08/18/2019	342.24	342.24	08/27/2019	
Sun Life Financial	900791/081420	employee dental	08/14/2019	10.27	10.27	08/19/2019	
Sun Life Financial	900791/081420	administrative fee	08/14/2019	10.00	10.00	08/19/2019	
Total 1022510:				362.51	362.51		
1022520							
AFLAC	161861	Payroll Deduction	08/22/2019	293.32	293.32	08/27/2019	
Total 1022520:				293.32	293.32		
1022540							
Vision Service Plan	08162019	Vision Ins./30 049730 0001	08/16/2019	151.83	151.83	08/27/2019	
Total 1022540:				151.83	151.83		
1022550							
UNUM Life Ins. Co. of America	0012/08122019	Employee Life/AD&D Ins./080830	08/12/2019	157.86	157.86	08/18/2019	
UNUM Life Ins. Co. of America	0013/08122019	Voluntary Life/AD&D/0808295-00	08/12/2019	188.29	188.29	08/18/2019	
Total 1022550:				346.15	346.15		
1022700							
LegalShield	0104832/08202	employee benefit	08/20/2019	15.95	15.95	08/27/2019	
Total 1022700:				15.95	15.95		
1042220							
Benavidez Law Group, P.C.	88273	Attorney Fees	08/14/2019	3,230.00	3,230.00	08/19/2019	
Total 1042220:				3,230.00	3,230.00		
1042660							
Donna Johnson	7576/08232019	Reimb League For Parking	08/23/2019	30.00	30.00	08/28/2019	
Total 1042660:				30.00	30.00		
1043271							
AT&T	9001/08042019	Phone Service	08/04/2019	636.06	636.06	08/16/2019	
Total 1043271:				636.06	636.06		
1043290							
Wist Office Products	1918184	Office Supplies	08/15/2019	53.05	53.05	08/27/2019	
Wist Office Products	1918542	Office Supplies	08/16/2019	28.23	28.23	08/27/2019	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1043290:				81.28	81.28		
1043340							
Southwest Gas Corporation	08012019	Utility Service-Gas	08/01/2019	24.00	24.00	08/07/2019	
Southwest Gas Corporation	08302019	Utility Service-Gas	08/30/2019	24.00	24.00	08/04/2019	
S.S.V.E.C	08072019	Town Hall	08/07/2019	529.23	529.23	08/16/2019	
Total 1043340:				577.23	577.23		
1043360							
AZ Department of Corrections	D08106201908	Inmate Labor	08/20/2019	13.66	13.66	08/27/2019	
AZ Department of Corrections	D08107201907	Inmate Transportation Cost	08/02/2019	11.47	11.47	08/07/2019	
AZ Department of Corrections	D08107201908	Inmate Labor	08/08/2019	13.39	13.39	08/07/2019	
Total 1043360:				38.52	38.52		
1043480							
Clark Information Systems	127917	Internet Service	08/28/2019	89.95	89.95	08/27/2019	
Caselle, Inc	96486	Contract Support	08/01/2019	712.00	712.00	08/07/2019	
Total 1043480:				801.95	801.95		
1043500							
Wist Office Products	1910353	American Flag	07/30/2019	367.38	367.38	08/07/2019	
Truly Nolen Exterminating, Inc	250136585	Pest Control	07/31/2019	44.00	44.00	08/07/2019	
Truly Nolen Exterminating, Inc	250136586	Pest Control	07/31/2019	44.00	44.00	08/07/2019	
Truly Nolen Exterminating, Inc	250137799	Pest Control	08/21/2019	44.00	44.00	08/27/2019	
Truly Nolen Exterminating, Inc	250137800	Pest Control	08/21/2019	44.00	44.00	08/27/2019	
Total 1043500:				543.38	543.38		
1043650							
Haymore & Forsberg CPA	2896	Accounting Services	08/04/2019	1,625.00	1,625.00	08/04/2019	
Total 1043650:				1,625.00	1,625.00		
1043680							
Wells Fargo Remittance Center	1043245/07202	Hotel-ACMA Summer Conf 7/16-7	07/20/2019	533.36	533.36	08/19/2019	
Matthew Williams	08132019	Meals For League Conf	08/13/2019	52.00	52.00	08/13/2019	
Total 1043680:				585.36	585.36		
1043703							
Code Publishing, Inc.	64430	Municipal Code-Wed Update	08/12/2019	114.75	114.75	08/16/2019	
Total 1043703:				114.75	114.75		
1043705							
Copygraphix	25313653	Copy Machine Lease/Town Hall	08/07/2019	1,037.74	1,037.74	08/16/2019	
Total 1043705:				1,037.74	1,037.74		
1045120							
Benavidez Law Group, P.C.	69273	Prosecution Fees	08/14/2019	451.00	451.00	08/19/2019	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1045120:				451.00	451.00		
1045250							
Aaron Parr	07302019	Alternate Magistrate Reimburse	07/30/2019	80.00	80.00	08/07/2019	
Aaron Parr	08272019	Alternate Magistrate Reimburse	08/27/2019	85.00	.00		
Kenneth Curfman	07192019	Alternate Magistrate Service	07/19/2019	150.00	150.00	08/16/2019	
Lund, Ann	08092019	Alternate Magistrate	08/09/2019	150.00	150.00	08/16/2019	
Total 1045250:				465.00	380.00		
1045480							
AZ Supreme Court	2020-0000009	Computer Maintenance	08/23/2019	1,125.00	.00		
Total 1045480:				1,125.00	.00		
1045810							
Cochise County Sheriff's Dept	REFHUAPD07	Inmate Housing	08/08/2019	1,272.24	1,272.24	08/08/2019	
Total 1045810:				1,272.24	1,272.24		
1048101							
Sentinel Technologies, Inc.	M359846	IT-Managed Services Agreement	08/21/2019	1,987.50	1,987.50	08/27/2019	
Total 1048101:				1,987.50	1,987.50		
1048210							
Wells Fargo Remittance Center	E01008R837	Email	07/29/2019	311.04	311.04	08/19/2019	
Total 1048210:				311.04	311.04		
1048275							
Verizon Wireless	9835581735	cell phones	08/07/2019	1,580.89	1,580.89	08/16/2019	
Total 1048275:				1,580.89	1,580.89		
1051230							
Public Safety Personnel	253-19	Police Officer Cancer Insurance	08/05/2019	250.00	250.00	08/07/2019	
Total 1051230:				250.00	250.00		
1051240							
Benavidez Law Group, P.C.	89273	Prosecution Fees	08/14/2019	451.00	451.00	08/19/2019	
Total 1051240:				451.00	451.00		
1051271							
AT&T	9001/08042019	Phone Service	08/04/2019	99.79	99.79	08/16/2019	
AT&T	9001/08092019	Phone Service	08/09/2019	18.93	18.93	08/16/2019	
CenturyLink	08072019	Phone Service	08/07/2019	249.39	249.39	08/16/2019	
Total 1051271:				368.11	368.11		
1051340							
Southwest Gas Corporation	08012019	Utility Service-Gas	08/01/2019	24.01	24.01	08/07/2019	
Southwest Gas Corporation	08302019	Utility Service-Gas	08/30/2019	24.01	24.01	08/04/2019	
S.S.V.E.C	08072019	Police Dept	08/07/2019	489.81	489.81	08/16/2019	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1051340:				517.63	517.63		
1051360							
AZ Department of Corrections	D08106201908	Inmate Labor	08/20/2019	13.67	13.67	08/27/2019	
AZ Department of Corrections	D08107201907	Inmate Transportation Cost	08/02/2019	11.47	11.47	08/07/2019	
AZ Department of Corrections	D08107201908	Inmate Labor	08/06/2019	13.38	13.38	08/07/2019	
Total 1051360:				38.52	38.52		
1051460							
Antelope Run Electric, Inc.	12341	Replace Ballast in Bathroom Light	08/12/2019	182.00	182.00	08/16/2019	
Total 1051460:				182.00	182.00		
1051470							
Arizona Auto & Radiator Repair	41970	Diagnose Engine Tap	08/12/2019	196.32	196.32	08/16/2019	
Safelite Fulfillment Inc	06186-281582	Windshield For 2012 Jeep Grand	08/05/2019	402.12	402.12	08/07/2019	
Safelite Fulfillment Inc	06186-282189	2001 Crown Vic Windshield	08/26/2019	348.09	348.09	08/27/2019	
Gardner's Garage	03P1131	Vehicle Maint	08/08/2019	92.56	92.56	08/16/2019	
Gardner's Garage	03P1186	Vehicle Maint	08/23/2019	68.21	68.21	08/27/2019	
Gardner's Garage	03P1221	Vehicle Maint	09/03/2019	421.03	.00		
Southern Tire Mart	6020001167	Tires 2014 Ford Explorer	08/06/2019	285.56	285.56	08/16/2019	
Total 1051470:				1,813.89	1,392.66		
1051475							
Fleet Services	60821829	fuel expense	08/15/2019	1,099.62	1,099.62	08/27/2019	
Total 1051475:				1,099.62	1,099.62		
1051505							
Barnett's Towing L.L.C.	429254	Vehicle Impound Tow Fee	08/07/2019	80.00	80.00	08/16/2019	
Barnett's Towing L.L.C.	429268	Vehicle Impound Tow Fee	08/18/2019	85.00	85.00	08/19/2019	
Garden Canyon Towing, LLC	34731	Towing Fees	08/27/2019	108.00	.00		
Garden Canyon Towing, LLC	34817	Vehicle Impound Tow Fee	08/03/2019	84.00	84.00	08/07/2019	
Ginger's Auto Title Service	08182019	Title Transfers To Huachuca City	08/16/2019	63.00	63.00	08/19/2019	
Ginger's Auto Title Service	08202019	Title Transfers To Huachuca City	08/20/2019	45.00	45.00	08/28/2019	
Ginger's Auto Title Service	TDN2/0805201	Title for 1999 Winnebago	08/05/2019	14.00	14.00	08/07/2019	
Mac's Towing LLC	7179	Vehicle Impound Tow Fee	08/05/2019	85.00	85.00	08/19/2019	
Mac's Towing LLC	7190	Vehicle Impound Tow Fee	08/10/2019	105.00	105.00	08/16/2019	
Total 1051505:				669.00	561.00		
1051660							
Cochise College Business Office	24495	M. Bear-Tuftin, Meal Plan, House	08/30/2019	5,228.00	.00		
Total 1051660:				5,228.00	.00		
1051705							
Copygraphix	25335349	Copy Machine Lease/Police Dept	08/12/2019	213.30	213.30	08/19/2019	
Total 1051705:				213.30	213.30		
1051850							
Wells Fargo Remittance Center	04313	Paper Shredder	07/12/2019	82.12	82.12	08/19/2019	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1051850:				82.12	82.12		
1052340							
S.S.V.E.C	08072019	Animal Shelter	08/07/2019	38.58	38.58	08/19/2019	
S.S.V.E.C	2070200/08212	Animal Shelter	08/21/2019	38.58	38.58	08/27/2019	
Total 1052340:				77.16	77.16		
1052460							
Ketchum Mfg. Co., Inc	INV151318	Dog Tags	08/13/2019	101.79	101.79	08/16/2019	
Total 1052460:				101.79	101.79		
1052475							
Fleet Services	60821829	fuel expense	08/15/2019	45.00	45.00	08/27/2019	
Total 1052475:				45.00	45.00		
1053340							
Southwest Gas Corporation	08012019	Utility Service-Gas	08/01/2019	50.89	50.89	08/07/2019	
Southwest Gas Corporation	08302019	Utility Service-Gas	08/30/2019	52.17	52.17	09/04/2019	
S.S.V.E.C	08072019	Fire Dept	08/07/2019	861.47	861.47	08/16/2019	
Copygraphix	392826	Copy Machine Lease/Fire	08/12/2019	286.96	286.96	08/16/2019	
Total 1053340:				1,251.49	1,251.49		
1054360							
SW Building Inspection Service	9549	Contract Services	08/30/2019	4,300.00	.00		
Total 1054360:				4,300.00	.00		
1057110							
Cintas Corporation No. 445	4027004544	Uniform and Rentals/Public Works	07/31/2019	25.67	25.67	08/08/2019	
Cintas Corporation No. 445	4027511342	Uniform and Rentals/Public Works	08/07/2019	26.07	26.07	08/08/2019	
Cintas Corporation No. 445	4027965941	Uniform and Rentals/Public Works	08/14/2019	25.93	25.93	08/19/2019	
Cintas Corporation No. 445	4028464888	Uniform and Rentals/Public Works	08/21/2019	26.07	26.07	08/27/2019	
Cintas Corporation No. 445	4028994256	Uniform and Rentals/Public Works	08/28/2019	25.67	25.67	08/28/2019	
Total 1057110:				129.41	129.41		
1057340							
S.S.V.E.C	08072019	street lights	08/07/2019	2,563.05	2,563.05	08/16/2019	
Total 1057340:				2,563.05	2,563.05		
1057360							
AZ Department of Corrections	D08106201908	Inmate Labor	08/20/2019	54.88	54.88	08/27/2019	
AZ Department of Corrections	D08107201907	Inmate Transportation Cost	08/02/2019	45.88	45.88	08/07/2019	
AZ Department of Corrections	D08107201908	Inmate Labor	08/08/2019	53.54	53.54	08/07/2019	
Total 1057360:				154.08	154.08		
1057480							
Ace Hardware	166412/1	Wood Stan/Seal Car Trailer	08/13/2019	112.33	112.33	08/16/2019	
Fleet Services	60821829	fuel expense	08/15/2019	295.96	295.96	08/27/2019	
Wells Fargo Remittance Center	0010420893T	CDL Physical	08/02/2019	95.00	95.00	08/19/2019	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1057460:				503.29	503.29		
1057475							
Senergy Petroleum LLC	561840	Diesel #2	08/07/2019	283.46	283.46	08/16/2019	
Senergy Petroleum LLC	563511	Diesel #2	08/14/2019	64.24	64.24	08/16/2019	
Senergy Petroleum LLC	565592	Diesel #2	08/21/2019	321.19	321.19	08/27/2019	
Senergy Petroleum LLC	567326	Diesel #2	08/28/2019	87.94	.00		
Total 1057475:				736.83	648.89		
1057610							
Safelite Fulfillment Inc	06186-261895	Repair Passenger Side Door 2017	08/15/2019	412.92	412.92	08/16/2019	
Total 1057610:				412.92	412.92		
1058340							
S.S.V.E.C	06072019	Pool	08/07/2019	542.76	542.76	08/16/2019	
Total 1058340:				542.76	542.76		
1058460							
Leslie's PoolMart, Inc.	00649-01-0189	3" Tablets	08/06/2019	475.32	475.32	08/07/2019	
Leslie's PoolMart, Inc.	00649-01-0194	Pump Repair-Piston	08/21/2019	242.01	242.01	08/27/2019	
Total 1058460:				717.33	717.33		
1060460							
S.S.V.E.C	APPLICATION	Electrical Application For Christmas	08/30/2019	100.00	100.00	09/03/2019	
Wells Fargo Remittance Center	296131944	Public Surplus-Christmas Lights	07/29/2019	7.48	7.48	08/19/2019	
Total 1060460:				107.48	107.48		
1062271							
AT&T	3001/08042019	Phone Service	08/04/2019	52.16	52.16	08/16/2019	
CenturyLink	08072019	Phone Service	08/07/2019	118.82	118.82	08/16/2019	
Total 1062271:				170.98	170.98		
1062340							
Southwest Gas Corporation	08012019	Utility Service-Gas	08/01/2019	60.66	60.66	08/07/2019	
Southwest Gas Corporation	08302019	Utility Service-Gas	08/30/2019	60.66	60.66	09/04/2019	
S.S.V.E.C	08072019	Library	08/07/2019	772.48	772.48	08/16/2019	
Total 1062340:				893.84	893.84		
1062366							
AZ Department of Corrections	D08106201908	Inmate Labor	08/20/2019	27.33	27.33	08/27/2019	
AZ Department of Corrections	D08107201907	Inmate Transportation Cost	08/02/2019	22.94	22.94	08/07/2019	
AZ Department of Corrections	D08107201908	Inmate Labor	08/08/2019	26.77	26.77	08/07/2019	
Total 1062366:				77.04	77.04		
1062460							
Wist Office Products	1910352	American Flag	07/30/2019	135.97	135.97	08/07/2019	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 1062480:				135.97	135.97		
1062481							
Clark Information Systems	128716	Internet Service-Term of Contract	08/06/2019	342.92	342.92	08/07/2019	
Total 1062481:				342.92	342.92		
1062705							
Copygraphix	25408487	Copy Machine Lease/Library	08/23/2019	392.91	392.91	08/04/2019	
Total 1062705:				392.91	392.91		
1068290							
Arizona Comfort Systems Heating	13752237	Repair Air Conditioner	08/26/2019	381.50	381.50	08/27/2019	
Ant & J's Janitorial	1728836	Scrub. VCT-Dry, Seal, Wax VCT F	08/08/2019	650.00	650.00	08/08/2019	
Wells Fargo Remittance Center	00452	Paint, Paint Roller, Taps, Mouse T	07/30/2019	45.59	45.59	08/19/2019	
Wells Fargo Remittance Center	06380	Senior Social Supplies	08/12/2019	47.11	47.11	08/19/2019	
Total 1068290:				1,104.20	1,104.20		
1068340							
Southwest Gas Corporation	08012019	Utility Service-Gas	08/01/2019	54.42	54.42	08/07/2019	
Southwest Gas Corporation	08302019	Utility Service-Gas	08/30/2019	54.95	54.95	08/04/2019	
S.S.V.E.C	08072019	Senior Center	08/07/2019	408.89	408.89	08/16/2019	
Total 1068340:				518.26	518.26		
1069802							
Wells Fargo Remittance Center	00451	School Supplies/Ice Cream	07/30/2019	133.12	133.12	08/19/2019	
Wells Fargo Remittance Center	01182	Prizes for Summer Reading	07/24/2019	136.08	136.08	08/19/2019	
Wells Fargo Remittance Center	111722202035	Microbit Starters Sets, Laptops Ca	08/07/2019	736.80	736.80	08/19/2019	
Wells Fargo Remittance Center	2541952	RX Restore Licenses	08/07/2019	408.00	408.00	08/19/2019	
Wells Fargo Remittance Center	7680265	Desktop Computers, Monitors, Ins	08/07/2019	2,011.27	2,011.27	08/19/2019	
Total 1069802:				3,423.27	3,423.27		
1069806							
Suzanne Harvey	111553854266	Binders, Lanyards, Sheet Protecto	08/13/2019	45.43	45.43	08/16/2019	
Total 1069806:				45.43	45.43		
2040200							
Az State Treasurer	314	monthly conversions	08/09/2019	6,330.49	6,330.49	08/16/2019	
Az State Treasurer	320	monthly conversions	09/04/2019	5,046.75	.00		
Cochise County Superior Court	072019	Fill the Gap	07/31/2019	127.10	127.10	08/16/2019	
Cochise County Superior Court	318	court revenue/\$1 Assessment	08/09/2019	36.11	36.11	08/16/2019	
Cochise County Superior Court	321	Fill the Gap	09/04/2019	180.92	.00		
Cochise County Superior Court	321	court revenue/\$1 Assessment	09/04/2019	35.33	.00		
General Fund(Trust)	082019	monthly court conversions	09/04/2019	10,064.83	.00		
General Fund(Trust)	315	monthly court conversions	08/09/2019	12,617.80	12,617.80	08/16/2019	
Total 2040200:				35,039.33	19,111.50		
2040400							
Katrina Sutton	317	Restitution	08/16/2019	10.00	10.00	08/27/2019	
Family Dollar Store	318	Restitution Payment	08/26/2019	16.81	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
B R Construction	319	Restitution-Smith A	09/03/2019	50.00	.00		
Total 2040400:				76.81	10.00		
5121350							
Yvonna Blunk	2101309/08162	Water Deposit Refund	08/15/2019	5.87	5.87	08/16/2019	
Tim Schafer	3104161/08162	Water Deposit Refund	08/15/2019	8.93	8.93	08/16/2019	
Total 5121350:				14.80	14.80		
5140110							
Cintas Corporation No. 445	4027004544	Uniform and Rentals/Water	07/31/2019	25.87	25.87	08/08/2019	
Cintas Corporation No. 445	4027511342	Uniform and Rentals/Water	08/07/2019	26.07	26.07	08/08/2019	
Cintas Corporation No. 445	4027985941	Uniform and Rentals/Water	08/14/2019	25.92	25.92	08/16/2019	
Cintas Corporation No. 445	4028484688	Uniform and Rentals/Water	08/21/2019	26.07	26.07	08/27/2019	
Cintas Corporation No. 445	4028994256	Uniform and Rentals/Water	08/28/2019	25.87	25.87	08/28/2019	
Total 5140110:				129.40	129.40		
5140340							
S.S.V.E.C	08072019	Wells	08/07/2019	4,330.25	4,330.25	08/16/2019	
Total 5140340:				4,330.25	4,330.25		
5140360							
AZ Department of Corrections	D08106201908	Inmate Labor	08/20/2019	54.88	54.88	08/27/2019	
AZ Department of Corrections	D08107201907	Inmate Transportation Cost	08/02/2019	45.88	45.88	08/07/2019	
AZ Department of Corrections	D08107201908	Inmate Labor	08/08/2019	53.54	53.54	08/07/2019	
Apache Real Estate Investments	7-2019	Contract Service-Water Site Inspe	08/01/2019	500.00	500.00	08/07/2019	
Total 5140360:				654.08	654.08		
5140480							
AlphaGraphics	84301	Door Hangers For Water	08/08/2019	119.78	119.78	08/08/2019	
Dana Kepner Company, Inc	8163558-00	Water Meters	08/22/2019	821.78	821.78	08/27/2019	
Wells Fargo Remittance Center	085914	Gas Generator	08/08/2019	488.88	488.88	08/16/2019	
Cia-Val Griswold Industries	776215	4 Inch Clay Valve Disk Retainer	07/18/2019	870.15	870.15	08/07/2019	
Total 5140480:				2,280.57	2,280.57		
5140470							
City of Sierra Vista	2853	Trouble Shot Repair AC Switch	07/31/2019	680.04	680.04	08/07/2019	
Total 5140470:				680.04	680.04		
5140475							
Fleet Services	60821829	fuel expense	08/15/2019	295.95	295.95	08/27/2019	
Senegy Petroleum LLC	581840	Diesel #2	08/07/2019	283.46	283.46	08/16/2019	
Senegy Petroleum LLC	583511	Diesel #2	08/14/2019	84.24	84.24	08/16/2019	
Senegy Petroleum LLC	585592	Diesel #2	08/21/2019	321.18	321.18	08/27/2019	
Senegy Petroleum LLC	587326	Diesel #2	08/28/2019	87.93	.00		
Total 5140475:				1,032.76	944.83		
5140510							
Turner Laboratories, Inc	19H0325	Drinking Water Test	08/15/2019	60.00	60.00	08/19/2019	
Turner Laboratories, Inc	19H0327	Ground Water Test	08/26/2019	120.00	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 5140510:				180.00	80.00		
5140610							
Elite Sales and Service, LLC	16943	Service 310D Back Hoe	08/30/2019	1,883.28	.00		
Wells Fargo Remittance Center	108224882	Blazer Amber Warning Light	07/31/2019	180.90	180.90	08/19/2019	
Westway Power EQ	POS4261	Repair Weed Eaters, Oil, Blower	08/20/2019	576.86	576.86	08/27/2019	
Westway Power EQ	POS4274	Water Truck-Trouble Shoot Water	08/21/2019	134.79	134.79	08/27/2019	
Total 5140610:				2,775.82	892.54		
5140650							
Haymore & Forsberg CPA	2898	Accounting Services	09/04/2019	406.25	406.25	09/04/2019	
Total 5140650:				406.25	406.25		
5221350							
Yvonne Blunk	2101308/08152	Sewer Deposit Refund	08/15/2019	25.00	25.00	08/16/2019	
Total 5221350:				25.00	25.00		
5240110							
Cintas Corporation No. 445	4027004544	Uniform and Rentals/Sewer	07/31/2019	25.67	25.67	08/08/2019	
Cintas Corporation No. 445	4027511342	Uniform and Rentals/Sewer	08/07/2019	26.07	26.07	08/08/2019	
Cintas Corporation No. 445	4027965941	Uniform and Rentals/Sewer	08/14/2019	25.93	25.93	08/16/2019	
Cintas Corporation No. 445	4028464888	Uniform and Rentals/Sewer	08/21/2019	26.07	26.07	08/27/2019	
Cintas Corporation No. 445	4028994256	Uniform and Rentals/Sewer	08/28/2019	25.67	25.67	08/28/2019	
Total 5240110:				129.41	129.41		
5240340							
S.S.V.E.C	08072019	Sewer Ponds	08/07/2019	373.60	373.60	08/16/2019	
Total 5240340:				373.60	373.60		
5240360							
AZ Department of Corrections	D08106201908	Inmate Labor	08/20/2019	54.88	54.88	08/27/2019	
AZ Department of Corrections	D08107201907	Inmate Transportation Cost	08/02/2019	45.88	45.88	08/07/2019	
AZ Department of Corrections	D08107201908	Inmate Labor	08/06/2019	53.54	53.54	08/07/2019	
Valenzuela, Jr. Carlos S.	195644	Contract Labor	09/04/2019	400.00	.00		
Total 5240360:				554.08	154.08		
5240460							
Elite Sales and Service, LLC	16803	Repair/Replace Brush Hog	08/21/2019	4,450.39	.00		
Elite Sales and Service, LLC	217152	Two Craftsman Weed Eaters	08/29/2019	569.81	.00		
Total 5240460:				5,020.20	.00		
5240476							
Fleet Services	60821829	fuel expense	08/15/2019	295.95	295.95	08/27/2019	
Senergy Petroleum LLC	561840	Diesel #2	08/07/2019	263.45	263.45	08/16/2019	
Senergy Petroleum LLC	563511	Diesel #2	08/14/2019	64.23	64.23	08/16/2019	
Senergy Petroleum LLC	565592	Diesel #2	08/21/2019	321.18	321.18	08/27/2019	
Senergy Petroleum LLC	567326	Diesel #2	08/28/2019	87.93	.00		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 5240475:				1,032.74	944.81		
5240516							
State of Arizona - ADEQ	000030583BX	Wastewater Treatment Facility	08/01/2019	2,500.00	2,500.00	08/07/2019	
Total 5240516:				2,500.00	2,500.00		
5240810							
Merle's Automotive Supply	16-297437	Filters	08/02/2019	197.48	197.48	08/07/2019	
Merle's Automotive Supply	16-297742	Filters	08/05/2019	19.57-	19.57-	08/07/2019	
Merle's Automotive Supply	16-297743	Filters	08/05/2019	5.50	5.50	08/07/2019	
Total 5240810:				183.41	183.41		
5240850							
Haymore & Forsberg CPA	2898	Accounting Services	09/04/2019	408.25	408.25	08/04/2019	
Total 5240850:				408.25	408.25		
5240702							
Turner Laboratories, Inc	19H0328	Monthly WasteWater Test	08/22/2019	97.50	97.50	08/27/2019	
Total 5240702:				97.50	97.50		
5440360							
Waste Management of AZ	0028560-1571-	Trash Service	08/02/2019	10,833.81	10,833.81	08/08/2019	
Total 5440360:				10,833.81	10,833.81		
5540102							
Quest Diagnostics	9183292165	New Hire Drug Testing/Cilent #15	07/28/2019	30.00	30.00	08/07/2019	
Sterling Volunteers	7882092	New Hire	07/31/2019	90.00	90.00	08/08/2019	
Total 5540102:				120.00	120.00		
5540110							
Cintas Corporation No. 445	4027004544	Uniform and Rentals/Landfill	07/31/2019	62.72	62.72	08/08/2019	
Cintas Corporation No. 445	4027511342	Uniform and Rentals/Landfill	08/07/2019	91.55	91.55	08/08/2019	
Cintas Corporation No. 445	4027985941	Uniform and Rentals/Landfill	08/14/2019	81.11	81.11	08/16/2019	
Cintas Corporation No. 445	4028484888	Uniform and Rentals/Landfill	08/21/2019	91.55	91.55	08/27/2019	
Cintas Corporation No. 445	4028994258	Uniform and Rentals/Landfill	08/28/2019	62.73	62.73	08/28/2019	
Total 5540110:				389.66	389.66		
5540340							
AT&T	9001/08042019	Phone Service	08/04/2019	99.13	99.13	08/16/2019	
Lal Enterprises, Inc	27487	spetic clean out scalehouse	07/31/2019	57.75	57.75	08/07/2019	
S.S.V.E.C	08072019	Landfill Scales	08/07/2019	803.98	803.98	08/16/2019	
CenturyLink	08072019	Phone Service	08/07/2019	84.88	84.88	08/16/2019	
Total 5540340:				1,045.70	1,045.70		
5540360							
AZ Department of Corrections	D08108201908	Inmate Labor	08/20/2019	109.38	109.38	08/27/2019	
AZ Department of Corrections	D08107201907	Inmate Transportation Cost	08/02/2019	88.80	88.80	08/07/2019	
AZ Department of Corrections	D08107201908	Inmate Labor	08/08/2019	133.84	133.84	08/07/2019	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
McCoy's Septic Pumping Service	4274	Clean Landfill Septic Tank	08/19/2019	190.00	190.00	08/19/2019	
Total 5540380:				502.00	502.00		
5540460							
Ace Hardware	166492/1	Air Hose	08/16/2019	35.63	35.63	08/16/2019	
Ace Hardware	166599/1	Flex Grease Hose	08/21/2019	41.32	41.32	08/27/2019	
Ace Hardware	166883/1	Air Hose & Batteries	08/04/2019	84.20	.00		
Gagnons Sand and Gravel	4777	Rib Raft & Bedding Sand	08/14/2019	382.50	382.50	08/19/2019	
Sparkletts	117434480815	Water	08/15/2019	122.77	122.77	08/27/2019	
Wist Office Products	1916281	Cleaning Supplies	08/12/2019	221.87	221.87	08/19/2019	
Wist Office Products	1918683	Cleaning Supplies	08/13/2019	15.26	15.26	08/19/2019	
Wells Fargo Remittance Center	065093	Various Tools	07/28/2019	144.58	144.58	08/19/2019	
Waste Management of AZ	0892916-0567-	Relocate	08/01/2019	1,764.00	1,764.00	08/07/2019	
Total 5540460:				2,811.93	2,727.73		
5540475							
Senergy Petroleum LLC	561840	Red Dyed Diesel #2	08/07/2019	948.24	948.24	08/16/2019	
Senergy Petroleum LLC	563511	Red Dyed Diesel #2	08/14/2019	826.52	826.52	08/16/2019	
Senergy Petroleum LLC	565592	Red Dyed Diesel #2	08/21/2019	688.38	688.38	08/27/2019	
Senergy Petroleum LLC	567328	Red Dyed Diesel #2	08/28/2019	954.04	.00		
Total 5540475:				3,397.18	2,443.14		
5540480							
TransWorld Network, Corp	14671228-051	Internet Services	08/22/2019	48.86	48.86	08/27/2019	
Total 5540480:				48.86	48.86		
5540510							
Turner Laboratories, Inc	19G0459	Semi-Annual Landfill Test	08/13/2019	2,316.00	2,316.00	08/16/2019	
Total 5540510:				2,316.00	2,316.00		
5540610							
Elite Sales and Service, LLC	16942	Repair Rippers D-8	08/30/2019	1,684.80	.00		
Empire Southwest, LLC	EMPS4724552	Repair Ripper Tractor	08/12/2019	131.03	131.03	08/16/2019	
Empire Southwest, LLC	EMPS4734426	613C Scraper-Brake Hose	08/22/2019	50.45	50.45	08/27/2019	
Empire Southwest, LLC	EMWK264853	Service D6T Dozer	08/09/2019	1,217.73	1,217.73	08/16/2019	
Greinger, Inc	9261998750	Safety Vest, Hard Helmet	08/13/2019	487.21	487.21	08/27/2019	
Greinger, Inc	9271476716	1/2" Drive Air Impact Gun	08/23/2019	294.87	.00		
Merle's Automotive Supply	16-297999	Battery 904D Front Loader	08/07/2019	427.88	427.88	08/16/2019	
Merle's Automotive Supply	16-298231	Special Tool & Quick Disconnect	08/08/2019	27.95	27.95	08/16/2019	
Merle's Automotive Supply	16-299519	Filters	08/16/2019	317.55	317.55	08/19/2019	
Merle's Automotive Supply	16-300254	613C Scraper-Five Gallons Break	08/21/2019	88.01	88.01	08/27/2019	
Southwestern Sales Co.	0218399-IN	Repair Tarp Machine	08/30/2019	141.99	.00		
Mettler Toledo	654755613	Basic Preventive Maintenance	07/25/2019	667.02	667.02	08/07/2019	
Senergy Petroleum LLC	564769	Victory Blue Def	08/22/2019	1,184.40	1,184.40	08/27/2019	
Senergy Petroleum LLC	567327	15-40 Oil	08/29/2019	1,101.69	.00		
Southern Tire Mart	6020001050	Repair Tire 986D	08/01/2019	521.91	521.91	08/07/2019	
Southern Tire Mart	6020001074	Repair Tire 613C Scraper	08/05/2019	413.14	413.14	08/08/2019	
Total 5540610:				8,737.23	5,514.08		
5540650							
Haymore & Forberg CPA	2896	Accounting Services	09/04/2019	812.50	812.50	09/04/2019	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Total 5540660:				812.50	812.50		
5540705							
Caterpillar Financial Services	20133895	Payment For 816K Compactor	08/07/2019	3,313.82	3,313.82	08/16/2019	
Caterpillar Financial Services	20133895	Payment For D6T Tractor	08/07/2019	3,450.87	3,450.87	08/16/2019	
Total 5540705:				6,764.69	6,764.69		
5540840							
State of Arizona Surplus	RL061140	Case Backhoe Bucket & Clamshel	08/14/2019	478.35	478.35	08/16/2019	
Total 5540840:				478.35	478.35		
Grand Totals:				153,748.00	114,537.66		

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____

Report Criteria:

Detail report.

Invoices with totals above \$0 Included.

Paid and unpaid Invoices Included.



Town of Huachuca City
500 N. Gonzales Blvd., Huachuca City AZ 85616
Phone 520-456-1354 Fax 520 456-2230

~~_____~~ To: Donna Johnson

APPLICATION FOR TOWN BOARDS & COMMISSIONS

Name

Ashley Pietro

Address

203 Grant HC, Az

Day Phone

520-220-9809

Other Phone

Email Address

ashley.pietro89@gmail.com

I am interested in serving on the following Board(s) and/or Commission(s):



Planning & Zoning Commission



Library Board



Public Safety Retirement Board



Memorial Renaming Commission

Briefly explain why you are interested in serving:

I want to be more involved with my community

Work/Educational background as it might relate to this application:

at my job I work with people and have to find the best options for each person I help. I managed between 6-10 employees at a time. I have to put together work plans for each of them to meet their goals.

Please return the completed application to the address at the top of this form, or by email.



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

ORDINANCE NO. 2019-15

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, AMENDING THE TOWN CODE, TITLE 2 "ADMINISTRATION AND PERSONNEL" TO ADD PROVISIONS FOR ESTABLISHING A PUBLIC SAFETY PERSONNEL RETIREMENT SYSTEM (PSPRS) LOCAL BOARD IN TOWN CODE AND TO REFERENCE STATE STATUTORY REQUIREMENTS FOR PSPRS LOCAL BOARDS.

WHEREAS, the Town Council of the Town of Huachuca City has adopted by Resolution No. 84-002 a code known as the Town Code of the Town of Huachuca City, Arizona [the "Code"], and has amended and republished the Code from time to time, as authorized by A.R.S. section 9-240 (B) (28); and

WHEREAS, on March 30, 2011, the Town entered into a joinder agreement with the Board of Trustees of the PSPRS, pursuant to which, the Town's Police Department began participating in the PSPRS; and

WHEREAS, pursuant to A.R.S. section 38-847(A)(1), the Town must establish a Local Board to administer the PSPRS for the Town's members; and

WHEREAS, the Town Council has determined that it would be in the best interest of the Town to amend the Code to establish the PSPRS Local Board; and

WHEREAS, as required by the Code, section 2.25.40, this Ordinance was first read at a public meeting of the Town Council on August 8, 2019, and at a subsequent meeting on September 12, 2019.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Huachuca City, Arizona, as follows:

SECTION 1. The Code, Title 2, "ADMINISTRATION AND PERSONNEL" is amended by adding new Chapter 2.135 "PSPRS LOCAL BOARD," reading as follows:

Chapter 2.135

PSPRS LOCAL BOARD

2.135.010 Local Board.

Pursuant to A.R.S. section 38-847(A), the Town hereby establishes a Local Board to administer and implement the PSPRS for the Town's employee members. The Local Board shall be

composed as provided by A.R.S. section 38-847(A)(1), and shall operate as required by A.R.S. Title 38, Articles 4, 4.1 and 4.2.

SECTION 2. All ordinances, parts of ordinances, resolutions, parts of resolutions, policies, and parts of policies in conflict with the provisions of this Ordinance, or any part hereof, are hereby repealed.

SECTION 3. If any section, subsection or portion of this Ordinance is for any reason held to be invalid or unenforceable by the decision of a court of competent jurisdiction, such decision shall not affect the validity or enforceability of the remaining portions hereof.

SECTION 4. The Town Clerk is hereby directed, pursuant to the Code, sections 2.255.80 and 2.25.90, to publish this Ordinance as required by A.R.S. 9-812 and 39-204.

PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 12th DAY OF SEPTEMBER, 2019.

Johann Wallace, Mayor

ATTEST:

Janine Collins, Town Clerk

Approved as to Form:

Thomas Benavidez, Town Attorney

FILE A COMPLAINT WITH THE COMMUNITY POLICE ADVISORY REVIEW BOARD

PROCEDURES FOR REVIEW OF CITIZEN COMPLAINTS

Introduction

The Community Police Advisory Review Board was established by Mayor and Council by ordinance on March 24, 1997. A major goal of the Board is to promote public confidence in the fairness and integrity of the Tucson Police Department's investigation of citizen complaints by opening such investigations to public review and comment. The following are procedures for reviewing police investigations conducted in response to citizen complaints. These policies and procedures state how the Board will govern itself with respect to fulfilling its duties under the ordinance and in accordance with Tucson Code Section 10A-136.

Section 1 – Board Authority Related to Citizen Complaints

1.1. The Board is authorized to:

- 1.1.1. Refer citizens who wish to file complaints against the Tucson Police Department to the Office of Internal Affairs or to the Independent Police Auditor.
- 1.1.2. Review investigations conducted by the Office of Internal Affairs in response to citizen complaints.
- 1.1.3. Comment on the fairness and thoroughness of investigations conducted by the Office of Internal Affairs.
- 1.1.4. Request the Independent Police Auditor to monitor particular citizen complaints that have been filed with the Office of Internal Affairs.
- 1.1.5. Request a review of actions taken by the Independent Police Auditor on citizen complaints.
- 1.1.6. Provide comment and recommendations on the citizen complaint review process.
- 1.1.7. Provide comment and recommendations on Tucson Police Department policy, procedure, and practice.

1.2. The Board is not authorized to:

- 1.2.1. Review or comment on the investigation of a citizen complaint where criminal charges are under investigation or pending until the case has reached a final disposition, except in those instances where the police department has determined that the citizen complaint is not related to the investigation or prosecution of the criminal charge against the citizen and has completed action on the citizen complaint.**
- 1.2.2. Conduct any activity that could be construed as quasi-judicial review of police actions.**
- 1.2.3. Conduct independent investigations of citizen complaints.**
- 1.2.4. Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal investigations.**
- 1.2.5. Disseminate records, investigations, or other information it has obtained from the Tucson Police Department.**

Section 2 – Complaint Referral

- 2.1. A citizen who has a complaint against the Tucson Police Department shall be referred to either the Office of Internal Affairs or to the Independent Police Auditor to initiate a complaint.**
- 2.2. The Board's Chair shall keep a log of the name, address, and telephone number of persons referred to the Office of Internal Affairs or to the Independent Police Auditor.**
- 2.3. Board members shall notify the Board, at its regular monthly meeting, when making referrals.**
- 2.4. When making referrals, Board members shall advise citizens of the Board's review process.**
- 2.5. Within thirty days of initial contact, the Board will inform the citizen of the Board's action.**

Section 3 – Case Review

- 3.1. The Board may review completed investigation of citizen complaints.**

- 3.2. Only the citizen who filed the original complaint may request review by the Board. If the citizen is a minor or lacks legal capacity, the parent or guardian may make the request.
- 3.3. The Board shall keep a record of all requests for review it receives.
- 3.4. The Board will gather the review request information by utilizing a standard form (Attachment 1).
- 3.5. Citizens shall be advised that the Board cannot review or comment on the investigation of their complaints if criminal charges are under investigation or pending except in those instances where the police department has determined that the citizen complaint is not related to the investigation or prosecution of the criminal charge against the citizen and has completed action on the citizen complaint. In such cases, citizens shall be asked to contact the Board once their criminal charges are adjudicated.
 - 3.5.1 The Board shall ask the Tucson Police Department if the citizen requesting review by the Board has any pending criminal charges relating to the case.
- 3.6. The citizen may at any time withdraw his or her request for the Board's review. The Board may still at its discretion continue the review.
- 3.7. To review an investigation, the Board shall notify the Office of Internal Affairs that a copy of the completed investigation is needed by the Board.
- 3.8. The case shall be placed on the Board's agenda for purposes of discussion and entry of findings. The citizen shall be notified that the matter is on the agenda.
- 3.9. Board members shall not comment publicly on cases reviewed by the Board other than during Board meetings. Only the Chairperson, acting as spokesperson for the Board, may comment publicly on cases that have been reviewed by the Board.
- 3.10. At its discretion, the Board may review completed Tucson Police Department citizen complaint investigations whether or not requested by the citizen.

Section 4 – Board Findings

- 4.1. Upon completing its review, the Board shall, in writing (Attachment 2), enter one of the following findings:

- 4.1.1. The Tucson Police Department's investigation of the citizen complaint alleging officer misconduct was fair and thorough and the Board has no concerns about the investigation to report.
- 4.1.2. The Tucson Police Department's investigation of the citizen complaint alleging officer misconduct was fair and thorough, but the Board has the following concerns regarding the investigation:
_____.
- 4.1.3. The Tucson Police Department's investigation of the citizen complaint was unfair, incomplete, or both. Specifically, the Board finds: _____.
- 4.1.4. The Board cannot complete its review at this time due to insufficient information or other reason. The Board will continue to review this complaint at a later time. Information that is necessary to complete the review includes:
_____.
- 4.1.5. The Board may also offer additional relevant comments which may further clarify its findings.

Section 5 – Report of Findings In Individual Cases

- 5.1. Where the Board's review was conducted at the request of a citizen, the Board's findings shall be given to the citizen, Chief of Police, Office of Internal Affairs, Independent Police Auditor, City Manager, and Mayor and Council.
- 5.2. Where the Board's review was discretionary, the Board's findings shall be given to the Office of Internal Affairs and the Independent Police Auditor.

Section 6 – Annual Report by the Board

- 6.1. The Board shall file an annual report that may include the following information:
 - 6.1.1. Number of cases reviewed at the request of citizens.
 - 6.1.2. Number of complaints reviewed at the discretion of the Board.
 - 6.1.3. Trends and patterns observed.
 - 6.1.4. Comments and recommendations on how the Office of Internal Affairs and/or the Independent Police Auditor handle citizen complaints.
 - 6.1.5. Comments and recommendations on police department policy, practice and procedure.

Section 7 – Release of Records

- 7.1. Documents acquired from the police department will not be given to any member of the public and will be returned to the police department for disposal at the conclusion of the Board's review. Requests for public records shall be referred to the Tucson Police Department or the City Clerk's Office, as appropriate.

Section 8 – Conflict of Interest or Bias

- 8.1. A Board member who has a bias or other conflict of interest shall not participate in the review of a case. Examples of bias or conflict of interest include, but are not limited to:

8.1.1. Familial relationship or close friendship with any of the individuals involved in the case or in the investigation of the complaint.

8.1.2. Witnessing the events that led to the complaint.

8.1.3. Holding a bias against a particular individual that is sufficient to impair one's impartiality.

Procedures for Review of Citizen Complaints

Section 1 – Board Authority Related to Citizen Complaints

1.1. The Board is authorized to:

- 1.1.1. Comment on the fairness and thoroughness of investigations conducted by the Huachuca City Police Department.**
- 1.1.2. Request the Mayor and Council seek external investigation into citizen complaints against the Town of Huachuca City.**
- 1.1.3. Request a review of actions taken by the Huachuca City Police Department on citizen complaints.**
- 1.1.4. Provide comment and recommendations on the citizen complaint review process.**

1.2. Provide comment and recommendations on Huachuca City Police Department policy, procedure, and practice. The Board is not authorized to:

- 1.2.1. Review or comment on the investigation of a citizen complaint where criminal charges are under investigation or pending until the case has reached a final disposition, except in those instances where the police department has determined that the citizen complaint is not related to the investigation or prosecution of the criminal charge against the citizen and has completed action on the citizen complaint.**
- 1.2.2. Conduct any activity that could be construed as quasi-judicial review of police actions.**
- 1.2.3. Conduct independent investigations of citizen complaints.**
- 1.2.4. Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal investigations.**
- 1.2.5. Disseminate records, investigations, or other information it has obtained from the Huachuca City Police Department.**

Section 2 – Complaint Referral

- 2.1. A citizen who has a complaint against the Huachuca City Police Department shall be referred to the Town Manager.**
- 2.2. The Board's Chair shall keep a log of the name, address, and telephone number of persons Town Manager.**

- 2.3. Board members shall notify the Board, at its regular monthly meeting, when making referrals.
- 2.4. When making referrals, Board members shall advise citizens of the Board's review process.
- 2.5. Within thirty days of initial contact, the Board will inform the citizen of the Board's action.

Section 3 – Case Review

- 3.1. The Board may review completed investigation of citizen complaints. Only the citizen who filed the original complaint may request review by the Board. If the citizen is a minor or lacks legal capacity, the parent or guardian may make the request.
- 3.2. The Board shall keep a record of all requests for review it receives.
- 3.3. The Board will gather the review request information by utilizing a standard form.
- 3.4. Citizens shall be advised that the Board cannot review or comment on the investigation of their complaints if criminal charges are under investigation or pending except in those instances where the police department has determined that the citizen complaint is not related to the investigation or prosecution of the criminal charge against the citizen and has completed action on the citizen complaint. In such cases, citizens shall be asked to contact the Board once their criminal charges are adjudicated.
 - 3.5.1 The Board shall ask the Huachuca City Police Department if the citizen requesting review by the Board has any pending criminal charges relating to the case.
- 3.5. The citizen may at any time withdraw his or her request for the Board's review. The Board may still at its discretion continue the review.
- 3.6. To review an investigation, the Board shall notify the Huachuca City Police Department that a copy of the completed investigation is needed by the Board.
- 3.7. The case shall be placed on the Board's agenda for purposes of discussion and entry of findings. The citizen shall be notified that the matter is on the agenda.
- 3.8. Board members shall not comment publicly on cases reviewed by the Board other than during Board meetings. Only the Chairperson, acting as spokesperson for the Board, may comment publicly on cases that have been reviewed by the Board.
- 3.9. At its discretion, the Board may review completed Huachuca City Police

Department citizen complaint investigations whether or not requested by the citizen.

Section 4 – Board Findings

- 4.1. Upon completing its review, the Board shall, in writing, enter one of the following findings:
 - 4.1.1. The Huachuca City Police Department's investigation of the citizen complaint alleging officer misconduct was fair and thorough and the Board has no concerns about the investigation to report.
 - 4.1.2. The Huachuca City Police Department's investigation of the citizen complaint alleging officer misconduct was fair and thorough, but the Board has the following concerns regarding the investigation:
_____.
 - 4.1.3. The Huachuca City Police Department's investigation of the citizen complaint was unfair, incomplete, or both. Specifically, the Board finds: _____.
 - 4.1.4. The Board cannot complete its review at this time due to insufficient information or other reason. The Board will continue to review this complaint at a later time. Information that is necessary to complete the review includes:
_____.
 - 4.1.5. The Board may also offer additional relevant comments which may further clarify its findings.

Section 5 – Report of Findings in Individual Cases

- 5.1. Where the Board's review was conducted at the request of a citizen, the Board's findings shall be given to the citizen, Chief of Police, City Manager, Town Attorney and Mayor and Council.
- 5.2. Where the Board's review was discretionary, the Board's findings shall be given to the Town Manager, Town Attorney and the Mayor and Council.

Section 6 – Annual Report by the Board

- 6.1. The Board shall file an annual report that may include the following information:
 - 6.1.1. Number of cases reviewed at the request of citizens.
 - 6.1.2. Number of complaints reviewed at the discretion of the Board.
 - 6.1.3. Trends and patterns observed.

- 6.1.4. Comments and recommendations on how the Huachuca City Police Department handles citizen complaints.
- 6.1.5. Comments and recommendations on police department policy, practice and procedure.

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Section 7 – Release of Records

- 7.1. Documents acquired from the police department will not be given to any member of the public and will be returned to the police department for disposal at the conclusion of the Board's review. Requests for public records shall be referred to the Huachuca City Police Department or the Town Clerk's Office, as appropriate.

Section 8 – Conflict of Interest or Bias

- 8.1. A Board member who has a bias or other conflict of interest shall not participate in the review of a case. Examples of bias or conflict of interest include, but are not limited to:
- 8.1.1. Familial relationship or close friendship with any of the individuals involved in the case or in the investigation of the complaint.
 - 8.1.2. Witnessing the events that led to the complaint.
 - 8.1.3. Holding a bias against a particular individual that is sufficient to impair one's impartiality.



Office of the City Clerk
BOARDS, COMMITTEES & COMMISSIONS

CITIZEN ADVISORY COMMITTEE (CAC)

CREATED BY:

Tucson Code Chapter 10A, Article VIII
Ordinance 8843; adopted on March 24, 1997
Ordinance 9928; adopted on January 26, 2004

MEMBERSHIP / QUALIFICATIONS:

Membership shall consist of ten (10) members: seven (7) voting and three (3) non-voting Ex-Officio members. All voting members shall be residents of the City, shall not have ever been convicted of a felony, nor currently be a peace officer.

The Mayor and Council shall each appoint one (1) voting member of the board. The City Manager, the Chief of Police, and the police employee's labor representation group, recognized by the city, shall each designate a representative to serve on the board as a continuing ex-officio, non-voting member.

Initial comprehensive training shall be provided to each voting board member prior to reviewing any cases. Such training shall be mandatory and shall be designed and implemented by the Board's Training Committee, the Independent Police Auditor and the Police Department. After appointment to the Board, voting and advisory members are required to pursue forty-eight (48) hours of educational opportunities annually and report these to the chairperson.

As provided in section 10A-137 the board may appoint up to four (4) additional non-voting advisory members. The appointment of advisory members shall be made so as to enhance the diversity of the board. Advisory members are required to meet the same qualifications as appointed, voting members.

FUNCTIONS:

The Citizen Police Advisory Review Board shall report to the Mayor and Council annually, and shall submit such additional reports as it deems necessary or as requested by the Mayor and Council. The board's annual report shall be filed on or before February 1.

The Citizen Police Advisory Review Board is authorized to:

- a) Refer citizens who wish to file complaints against the city police department to the department's office of professional standards or to the office of the independent police auditor.
- b) Conduct public outreach to educate the community of the role of the office of professional standards and the office of the independent police auditor in the investigation of complaints against the city police department or one of its officers.
- c) Request that the independent police auditor monitor a particular citizen complaint being investigated by the city police department.
- d) Request from the city police department a review of completed action taken by the department on a citizen complaint or a review of incidents which create community concern or controversy.
- e) Request from the independent police auditor a review of completed action taken by the independent police auditor on a citizen complaint.
- f) Review completed investigations of citizen complaints alleging police officer misconduct in order to comment on the fairness and thoroughness of an investigation and to report any concerns regarding the investigation to the chief of police, the independent police auditor, the city manager and/or the mayor and council.
- g) Provide comments and recommendations to the chief of police, the independent police auditor, the city manager and/or the mayor and council on the citizen complaint review process.
- h) Provide comments and recommendations to the chief of police, the independent police auditor, the city manager and/or mayor and council on police department policy, procedure, and practice.

The Citizen Police Advisory Review Board shall have the authority to:

- a) Consult with the governing body from time to time as may be required by the mayor and council.

FUNCTIONS (Con't):

- b) Assist the police in achieving a greater understanding of the nature and causes of complex community problems in the area of human relations, with special emphasis on the advancement and improvement of relations between police and community minority groups.
- c) Study, examine, and recommend methods, approaches, and techniques to encourage and develop an active citizen police partnership in the prevention of crime.
- d) Promote cooperative citizen-police programs and approaches to the solutions of community crime problems, emphasizing the principle that the administration of justice is a responsibility, which requires total community involvement.
- e) Recommend procedures, programs, and/or legislation to enhance cooperation among citizens of the community and police.
- f) Strive to strengthen and ensure, throughout the community, the application of the principle of equal protection under the law for all persons.
- g) Consult and cooperate with federal, state, city, and other public agencies, commissions, and committees on matters within the board's charge.
- h) At the discretion and express direction of the mayor and council, assume and undertake such other tasks or duties as will facilitate the accomplishment of these goals and objectives, except as hereinafter provided.

LIMITATION OF POWERS

Neither the citizen police advisory review board nor any member thereof, except as otherwise authorized by law, shall:

- a) Incur city expense or obligate the city in any way without prior authorization of the mayor and council.
- b) Except for the chairperson who is the official spokesperson for the board, make any written or oral report of any committee activity to any individual or body other than to the Mayor and Council.
- c) Independently investigate citizen complaints against the police department or individual police officers by questioning witnesses or otherwise.

LIMITATION OF POWERS (Con't):

- d) Conduct any activity, which might constitute or be construed as a quasi-judicial review of police actions.
- e) Conduct any activity, which might constitute or be construed as establishment of city policy.
- f) Violate the confidentiality of any information related to matters involving pending or forthcoming civil or criminal litigation.
- g) Review or comment on the investigation of a citizen complaint where criminal charges are under investigation or pending until the case has reached a final disposition, except in those instances where the Police Department has determined that the citizen complaint is not related to the investigation or prosecution of the criminal charge against the citizen and has completed action on the citizen complaint and any other criminal charges have reached a final disposition.

QUORUM:

A quorum shall consist of four (4) voting members.

TERMS OF OFFICE:

All appointments shall be four (4) year terms, except that members appointed by the Mayor and each Council Member shall be coterminous with the appointing official and shall not serve beyond the term of the Mayor or Council Member making such appointment.

Ex-officio members serve at the pleasure of the individual or group they represent.

As per Tucson Code, Section 10A-137, the term of advisory members is not to exceed two (2) years.

APPLICABILITY OF TUCSON CODE CHAPTER 10A, ARTICLE XIII:

All provisions of TCC Chapter 10A, Article XIII are applicable.

OPEN PUBLIC MEETING LAW REQUIREMENTS:

This public body is defined as an advisory committee and must comply with all of the provisions of the Open Public Meeting Law.

INFORMATION CONCERNING CITIZEN REVIEW BOARDS FOR POLICE

[The following was taken from the website:

<https://www.policemisconduct.net/explainers/civilian-review-boards/>]

Introduction

Civilian review boards (CRBs) are institutions set up by cities or police departments that employ civilian review of complaints against police officers. The purpose of these boards is usually to provide independent review of specific instances of police abuse or to determine whether the internal procedures used by police are legitimate. Since these boards are established locally, and their powers are determined by local politics, CRBs vary wildly in terms of powers, responsibilities, and actual success at supervising police. Nevertheless, existing scholarship tends to place CRBs within one of three categories, while acknowledging that these are not strict boundaries and that some CRBs feature elements of two or more categories.¹ This primer will begin by first detailing each of the three categories and providing more examples of each type of review board. It will then identify some best practices when setting up a CRB.

Three Types of CRBs

For purposes of this primer, the term CRB will be used for any kind of local, independent oversight of the police force. However, such oversight can come in a number of different forms. There are three main types of CRB. The first model of CRB is the investigative model. Here the CRB is charged with investigating specific allegations of officer abuse and creating findings which are then submitted to the chief of police or mayor. The second type is the review model that reviews findings made by the police department's own investigative process to determine whether the findings are fair or not. Depending on the type of board, they may address all complaint allegations of a specific type, or just those appealed by the complainants. The third type of CRB is the auditor model. This model does not focus on specific complaints, but instead audits the internal review process to ensure its fairness. Some CRBs combine elements of each of these types, and within each type there can be substantial variation in terms of authority and openness.

Investigative CRBs typically have the most independent authority to obtain information. They usually have subpoena power over the police, or some court mandated substitute, so they are able to obtain information without persuading police to cooperate voluntarily. Since they conduct their own investigation, they cannot rely on civilian volunteers and must hire professional investigators. This makes investigative CRBs generally more expensive than other types of CRBs. Independence allows investigative CRBs to avoid having to rely on the police department's own investigation. But it also renders them vulnerable to becoming ineffective if not given adequate resources. The Office of Citizen Complaints in San Francisco, CA was criticized in 2007 for taking more than 9 months to investigate approximately half of the complaints it received.² This was a serious problem given that the statute of limitations for officer

abuse was 1 year, and complaints that took longer than 9 months to investigate would often not be prosecuted within that 1 year time limit.

Once the CRB has completed its own investigation, investigative CRBs tend to diverge with regards to their authority to make recommendations. For instance, the Police Review Commission in Berkeley, CA is only authorized to either recommend that the police chief sustain or not sustain an allegation of police abuse. They have no authority to even recommend punishment, and even their sustain/not sustain recommendation isn't final since Berkeley's internal affairs division conducts a concurrent investigation and presents its own findings. The New York City Civilian Complaint Review Board, on the other hand, is able to recommend specific disciplinary actions when it sustains a complaint although these recommendations are often ignored by the Police Chief. It does not seem as though any have the power to directly impose discipline, although the (now defunct) Ombudsman's Office of Flint, MI used to have the authority to publicly criticize the chief of police by releasing details of an investigation if it didn't approve of the final action taken by the police chief or mayor.

Review CRBs do not possess independent investigative power. Rather, they are limited to reviewing the investigation that the internal affairs department (IA) has already conducted. The scope of review changes depending on the board. For instance, the Independent Police Review division of the Portland, OR police department reviews any investigation conducted by the Portland Internal Affairs division, but limits itself to merely ruling on whether or not the investigation was sufficiently thorough, and sending it back to IA if not. Portland also has a Citizens Review Committee (CRC) that can hear appeals from anyone dissatisfied with the disposition of the case. The CRC can send the complaint back for further investigation, accept the findings of the IA division, or, if it disagrees with IA, present the case before the City Council for final review. Before being struck down by the state courts in Florida, the Citizens Review Board of Orange County, FL reviewed all complaints involving excessive force or abuse of authority, and all incidents where an officer's firearm was discharged regardless of whether a complaint was filed. It only had the authority to agree or disagree with the findings provided by the internal affairs division.

Because there is no independent investigation, these review boards are generally inexpensive. Usually the city needs only to pay for one or two administrative assistants to deal with the paperwork, since the civilians performing the actual review all do their jobs on a volunteer basis. This can be an advantage, if the city does not have a large budget. However, the obvious disadvantage is that the board is dependent on the investigations conducted by internal affairs. Thus, there are often concerns about the ability of these boards to produce actual independent oversight. Additionally, since the reviewing civilians generally have little knowledge of police procedure, they usually have to undergo training provided by the police department, which raises further concerns about independence.

The last form of CRB is the independent auditor. This is when an individual is appointed to review the internal affairs investigation itself, not the results of the investigation. Typically they are charged with reviewing all investigations into complaints of serious police misconduct, such

as abuse of authority or excessive force, as well as a random sampling of other complaint investigations. Their task is usually not to make individualized determinations about the sufficiency of IA investigations, but rather to identify ways in which IA could improve investigations or the police department could change its policies in order to avoid abusive officer behavior in the future. In Tucson, AZ, for instance, the Independent Police Auditor reviews all cases involving excessive force, as well as a random sampling of other cases. He is directly responsible to the city manager, and provides monthly reports to the manager on the state of IA investigations. Los Angeles County, CA has a similar system, but the Special Counsel to the County Board of Supervisors has total access to all files in the LAPD's possession.

The independent auditor is typically a professional, and typically handles the entire office himself. As with the other forms, this has positive and negative aspects. Because only one professional and a few support staff are required, this type of review costs less than an independent investigation office, but more than the review boards. Additionally, because the entire office is essentially vested in a single person, the effectiveness of that office is totally dependent on the office holder. Merrick Bobb, current president of the Police Assessment Resource Center, used to be the independent auditor in Los Angeles, and received high praise for recommending a number of important reforms to the LAPD's use of force guidelines.⁴ However, the Tucson Independent Police Auditor was criticized for only asking the Tucson Police Department to review two out of the 372 cases it examined in 2007.⁵

There are some practices that are common to all types of CRB. Since the purpose of the CRB is to increase police accountability to the public, as well as increase the public's view of the police force's legitimacy, most CRBs have some kind of public outreach program. One of the most common outreach programs is a public forum, where civilians get a chance to lodge grievances they have with the police department, and either the police or the members of the CRB get a chance to respond in an attempt to mediate the civilian's concerns. Other CRBs may hold investigatory or review hearings in public. At the very least, nearly all CRBs have to issue an annual or semi-annual report on the work the CRB has been doing. Most CRBs also have the authority to recommend, if not implement, policy changes that may improve relations between the community and the police. On a more specific level, most CRBs have the authority to arrange mediation between the complainant and the offending officer. They are also in a good position to offer a kind of "early-warning" system about officers who come before them repeatedly, and most CRBs have the authority to provide such notifications to their police departments.

There are also a number of powers that most CRBs do not have. CRBs rarely have the authority to identify defendant officers by name in public documents. The former Ombudsman's Office in Flint, MI was a notable exception to this rule, but even that office had to notify all relevant departments at least two weeks before it published anything that identified specific officers. CRBs also rarely have the authority to actually impose discipline. Even if they have the ability to recommend it, final authority is usually with the police chief. Finally, CRBs are usually subordinate to police chiefs in terms of authority and in terms of who the CRB makes its reports to. That being said, this issue is the one with the most divergence, since many CRBs can go to the city council or mayor if ignored by the chief of police. Additionally, the Police Commission

for the County of Hawai'i, HI is notable because, while it functions as a CRB, it also has the authority to hire and fire the police chief for the county.

Best Practices

There does not seem to be any kind of perfect or ideal CRB in existence today. Part of the reason for this is that CRBs can be established for a number of different reasons. Some review boards are established because the police force has lost legitimacy or accountability in the eyes of the citizens. Others are established because excessive force lawsuits have become prohibitively expensive, and the local city government is looking for new policies that will reduce the number of such claims in the future. Criteria for evaluation can be difficult to establish. If a CRB sustains a very low percentage of complaints, it can be difficult to know if that is because of a pro-police bias, or because the average sustain rate across the nation is 8%. Another reason for divergence in CRB structure is the divergence in local political circumstances. If the city does not have the budget for a large team of independent investigators, then that solution is eliminated right from the beginning. And if a city has enacted, or is located in a state that has enacted, a particularly rigorous "Law Enforcement Officer's Bill of Rights," there will be statutory limits to what sort of oversight the CRB can provide. Finally, even good CRBs can be shut down or have their authority stripped for reasons totally unrelated to their structure. The Citizens Review Board of Orange County, FL was struck down by Florida because a county sheriff is a position whose authority is laid out in the Florida constitution and cannot be amended by the county charter. And the Ombudsman's office in Flint, MI was eliminated after the town went bankrupt and the state legislature of Michigan appointed an emergency supervisor to restructure the town's government and reduce spending.⁶

That being said, there are some features that tend to distinguish better CRBs from worse ones. The first is independence. The more independent a board is, the more people tend to be satisfied with its findings, regardless of whether they were favorable or not. There are a number of ways of achieving actual or perceived independence, and a number of ways of losing it. Generally speaking, investigative CRBs are seen as more independent than review CRBs for the simple reason that review CRBs often have to take the police department's own factual findings as given. Portland's Independent Review Board was recently criticized because it only reviews those cases where Portland's Internal Affairs division actually made an investigation, but IA only investigated 17% of the complaints it received. Thus Portland's IRB actually provided little substantive review. This can be compared to Berkeley's CRB, which conducts its own investigations concurrently with Berkeley's IA division, thus allowing it to publish its own findings and whether it came to the same conclusion as the IA division.

Yet, it is not necessarily true that shifting to an investigative model is the best way of achieving independence. As stated above, investigative CRBs generally require large amounts of resources in order to be effective. Without those resources, the CRB can become backlogged and unable to generate factual findings before the statute of limitations precludes any sort of discipline for the

officer. San Francisco's Office of Citizen Complaints is a good example of this, as is New York City's Citizen Complaint Review Board, which takes an average of 346 days to investigate a sustained complaint. These offices take a long time to investigate cases despite the fact that the two organizations already have budgets of \$4.3 million and \$9.3 million respectively. It is difficult to find an example of an investigative CRB that is able to investigate more quickly or efficiently, however. Berkeley's Police Review Commission seems to resolve cases relatively quickly, but they typically handle only 15-20 complaints a year. Flint's former Ombudsman's office apparently used to resolve approximately 300-350 complaints a year, and was usually able to resolve a case within three weeks. However, it only sustained 2 to 4 percent of the complaints it received, which is far lower than the national average of 8% indicating it may not have been very thorough with its investigation.

A better way to achieve independence is probably through structural independence from the police. The less the CRB is beholden, or seen to be beholden, to the chief of police, the better. There is wide variation in structural independence among review boards. The former Flint Ombudsman's Office is at the high-level-of-independence end of the spectrum. The Ombudsman was not appointed by the chief, or even the mayor who appoints the chief, but rather the city council. This meant he could act with less fear of reprisal from those offices. As a result, the office was very popular, and survived a number of voter referenda initiated by the city government in order to eliminate it. On the other end of that spectrum would probably be the recently-restructured CRB in Minneapolis. There, the investigation office is staffed by a group of seven police officers and two civilians, and the appeals board is made up of two civilians and two officers. People have complained that this structure will place most actual authority in the hands of police, eliminating the value of having civilian review in the first place. Similar complaints have been repeatedly lodged against the CRB in Rochester, NY, which is co-chaired by a civilian and the chief of police.

Even with structural independence, other concerns about police or city manipulation can arise. Since CRBs usually generate documentation about incidents that can lead to excessive force lawsuits against the city, there are often concerns about conflicts of interest. San Diego's Review Board on Police Practices was criticized for just that reason. While reviewing cases, the San Diego City Attorney's Office is responsible for providing interpretation of the legal rules to determine whether investigation is warranted, and whether a complaint should be sustained. A former board member said that the city attorney would always interpret the rules in a manner least-favorable to the complainant, thus reducing the number of sustained investigations. Similar criticism was launched against the restructuring of the Minneapolis CRB, since one of the main motivations was a string of lawsuits against the MPD, and since one of the changes to the structure was to give the chief of police veto power over any investigation.

One last important issue with regard to independence is fear of retaliation. Almost no CRB allows anonymous complaints, and few allow an investigation to go forward without continued cooperation from the complainant. While it is difficult to know how many people are actually dissuaded from complaining due to fear of retaliation, the NIJ study on CRBs indicated that many complainants did mention it as a concern. There are a number of steps that can be taken to at least reduce this fear. The first is to have independent citizen investigators, so that

complainants do not actually have to talk to officers when giving their statements. But even having citizen investigators does not totally solve the problem. In Chicago, the police department employed citizen investigators, but their offices were located in the police department itself, which made many citizens nervous about being observed by police. Berkeley's CRB statute actually forbids placing the CRB within the same building as the police department to avoid this problem, and a number of CRBs follow a similar practice.

Another important practice is openness. This can be achieved in a number of ways. The vast majority of CRBs publish annual or semi-annual reports on their activity. Some, like the DC Office of Police Complaints, go further and publish the facts and determination of the investigations they make. The Police Review Commission in Berkeley, CA holds public hearings for each investigation. The former Orange County CRB went further and deliberated about the determination in public. Other CRBs use openness to compensate for lack of independence. The Police Commissioner in New York City can refuse to prosecute sustained complaints, but must state his reasons for doing so in writing.

Outreach is another important factor for three reasons. First, CRBs are only effective to the extent that people know about them and use them. If the CRB is responsible for complaint intake, then people need to know to go to the CRB to file complaints. In some areas where IA is responsible for investigating complaints, people may have the option of getting a concurrent investigation by a CRB or having IA's investigation reviewed by a CRB. However, they cannot exercise this right without knowledge of that right. Another reason why outreach is important is because most CRBs are allowed to recommend changes in police procedures and policies, and having open forums provides useful input for these policy recommendations. But, again, open forums are useless if people do not know about them. Finally, to the extent that CRBs are supposed to help restore greater trust between citizens and police, they will likely be ineffective at accomplishing this goal if they do not advertise whatever progress they have made at providing oversight.

As it turns out, most CRBs aren't very good at outreach given the generally low levels of resources budgeted to them. However, some jurisdictions have useful policies. Berkeley has signs posted within the police department advertising citizens' ability to seek CRB investigation and review of their complaints. San Francisco allows people to pick up and file complaint forms at any San Francisco city office. Some CRBs post notifications of meetings in local newspapers, and Portland even televises them on local-access cable television. However, resources at CRBs are usually limited, and while many CRBs use some of these methods, none use all.

The last big issue is data quality. Given how difficult it is to access whether a CRB is performing a useful service or not, and considering CRBs are often one of the first things that municipalities think of eliminating when it comes to cutting expenses, it's important to have a good sense of what the CRB is actually doing in order to effectively evaluate it. Most CRB reports focus on the nature of the complaints and complainants handled in the previous year. Thus they have plenty of data on what sort of complaints have been made, the demographical information of the complainants, and the geographic location of the incidents. They also usually collect information

on how the CRB disposed of the complaints it received. And to the extent that this information can be legally released to the public, the disciplinary results of the CRB's actions or recommendations. The problem is that most of this information is useful for evaluating the police department, but little of it is useful when it comes to evaluating the CRB itself.

There are a number of metrics that can be useful for evaluating a CRB. For instance, CRBs should provide information on how long it takes for a complaint to get processed, in order to determine how efficient they are. Most cities do not provide this information, and those that do, like San Francisco and New York, provide it only after there has been some sort of public outcry about how long complaints take to process. Most CRBs do not provide any information about public satisfaction or even public awareness of the service. Some of this may be attributable to lack of resources for determining this information, but even large cities often fail to provide this information. And Portland's CRB used to publish civilian satisfaction rates, but stopped after 2009 (when there was only 30% approval) with no formal explanation.

Additionally, the one measure that people usually look to for evaluating effectiveness, the rate at which complaints are sustained, isn't really that useful. The average sustain rate for complaints is 8% nationwide, so one could argue that a CRB that falls below that figure is too deferent to the police, and that would certainly be a plausible explanation. But except in extreme cases like Chicago, where the sustain rate was less than 0.5% in 2004, it's difficult to determine whether a low sustain rate was because of an ineffective CRB or a courteous police force. Additionally, sustain rates can be easily manipulated. Portland claimed a sustain rate of 22% in 2010, but ignored the fact that the IA division of the Portland police are able to dismiss claims without investigation. San Francisco claimed a sustain rate of 7% in 2011, but also noted that nearly 70% of sustained allegations involved "neglect of duty," usually arising from failure of the police to fill out appropriate paperwork after stopping civilians. Ignoring that one class of offenses would have dropped the sustain rate much lower. That being said, it is difficult to know exactly what statistic would be more useful. The best practice would probably be simple honesty in not making the sustain rate appear to be something that it is not.

Conclusion

- CRBs are typically created to provide independent review of specific incidents, or to independently evaluate investigative procedures used by a police department.
- CRBs vary greatly with respect to their powers and responsibilities. In general, there are three types: (1) investigative CRBs; (2) review CRBs; and (3) auditor CRBs.
- Best practices for CRBs include structural independence from the police department, openness, and serious outreach efforts to the community.

LULAC RECOMMENDATIONS FOR CIVILIAN REVIEW BOARDS

WHEREAS, a Civilian Police Review Board establishes the principle of police accountability. Strong evidence exists to show that a complaint review system encourages citizens to act on their grievances. Even a weak civilian review process is far better than none at all; and

WHEREAS, a Civilian Police Review Board can be an important source of information about police misconduct. A civilian agency is more likely to compile and publish data on patterns of misconduct, especially on officers with chronic problems, than is a police internal affairs agency; and

WHEREAS, a Civilian Review Board can alert police administrators to the steps they must take to curb abuse in their departments. Many well-intentioned police officials have failed to act decisively against police brutality because internal investigations didn't provide them with the facts; and

WHEREAS, LULAC adopts the Ten Principles for an Effective Civilian Review Board (adapted from the ACLU Police Abuse Manual)

LULAC's TEN PRINCIPLES FOR AN EFFECTIVE CIVILIAN REVIEW BOARD

1. **Independence.** The power to conduct hearings, subpoena witnesses, and report findings and recommendations to the public.
2. **Investigatory Power.** The authority to independently investigate incidents and issue findings on complaints.
3. **Mandatory Police Cooperation.** Complete access to police witnesses and documents through legal mandate or subpoena power.
4. **Adequate Funding.** Should not be a lower budget priority than police internal affairs systems.
5. **Hearings.** Essential for solving credibility questions and enhancing public confidence in process.
6. **Reflect Community Diversity.** Board and staff should be broadly representative of the community it serves.
7. **Policy Recommendations.** Civilian oversight can spot problem policies and provide a forum for developing reforms.
8. **Statistical Analysis.** Public statistical reports can detail trends in allegations, and early warning systems can identify officers who are subjects of unusually numerous complaints.
9. **Separate Offices.** Should be housed away from police headquarters to maintain independence and credibility with public.
10. **Disciplinary Role.** Board findings should be considered in determining appropriate disciplinary action; and

WHEREAS, the existence of a civilian review agency, a reform in itself, can help ensure that other needed reforms are implemented. A police department can formulate model policies aimed at deterring and punishing misconduct, but those policies will be meaningless unless a system is in place to guarantee that the policies are aggressively enforced.

TOWN OF MARANA'S POLICE COMPLAINT WEBSITE

FILE A COMPLAINT

OUR POLICY

It is the policy of the Marana Police Department to thoroughly investigate all complaints against its employees in order to preserve public confidence in our willingness to oversee and control the actions of our employees. All investigations are conducted in an impartial manner.

WHO MAY COMPLAIN?

Any citizen, regardless of age, gender or nationality, who witnesses or has direct knowledge of police misconduct, may file a complaint with the Marana Police Department. The citizen need not have been personally involved to do so.

RESPONSIBILITY - Ours and Yours...

The Police Department views all citizen complaints against its employees as very serious and actively pursues investigations into misconduct. For this reason, you must ensure that your complaint is based on fact. False reporting in an attempt to unjustly subject a police employee to undeserved discipline or place his employment in jeopardy can result in criminal charges and/or a civil suit by the employee involved.

HOW DO YOU FILE A COMPLAINT?

Generally, complaints are filed through the supervisor of the employee involved. If you do not know the name of the employee involved, you may file the complaint through any police supervisor or through the Office of Internal Affairs. A complaint may also be filed by mail and a supervisor will contact you.

WHO INVESTIGATES THE COMPLAINT?

Department supervisors are charged with maintaining discipline and with overseeing the conduct of employees assigned to them. A supervisor shall make every effort to resolve disputed issues, misunderstandings and procedural concerns at the initial citizen contact. If resolution is not feasible, Internal Affairs will conduct an investigation.

WHAT IS THE DISCIPLINARY PROCESS?

If a complaint is sustained, disciplinary action is taken which consists of one or more of the following progressive measures:

- Counseling - corrective training to ensure the employee understands proper procedure.

- Written Reprimand - a formal written disciplinary report documenting the incident is placed in the employee's file.
- Suspension - the employee is suspended from duty without pay.
- Demotion - the employee is reduced in rank.
- Dismissal - the employee is separated from the Police Department.

WHAT WILL YOU BE TOLD?

City, state and federal personnel laws govern an employee's privacy rights. Disciplinary action is not subject to public disclosure without a court order. You will be advised of the supervisor's findings and whether disciplinary action will be taken.

OUR COMMITMENT TO YOU...

Courteous and professional police service, coupled with a prompt and objective response to complaints, is our commitment to the public. The Marana Police Department enjoys an excellent service record and it is our hope that your contacts with our employees are positive. If not, we will endeavor to resolve your complaint to your satisfaction. Of course, we would like to hear from you when we have provided you with commendable service too!

If you wish to compliment an officer or voice a complaint please call 520-382-2000 and ask for the On-Duty Supervisor.

TOWN OF ORO VALLEY'S COMPLAINT WEBSITE

CITIZEN COMPLAINT PROCESS



Oro Valley Police Department Mission Statement

We the members of the Oro Valley Police Department are dedicated to providing excellent service through partnerships that build trust, prevent crime and promote a safe environment to enhance the quality of life within our community.

OUR POLICY

It is the policy of the Oro Valley Police Department to thoroughly investigate all complaints against its employees in order to preserve public confidence in our willingness to oversee and control the actions of our employees. All investigations are conducted in an impartial manner.

WHO MAY COMPLAIN?

Anyone, regardless of age, gender or nationality, who witnesses or has direct knowledge of police misconduct, may file a complaint with the Oro Valley Police Department. The person need not have been personally involved to do so.

RESPONSIBILITY – Ours and Yours...

The Police Department views all citizen complaints against its employees very serious and actively pursues investigations into misconduct. For this reason, you must ensure that your complaint is based on fact. False reporting in an attempt to unjustly subject a police employee to undeserved

discipline or place his/her employment in jeopardy, can result in criminal charges and/or a civil suit by the employee involved.

HOW DO YOU FILE A COMPLAINT?

Generally, complaints are filed through the supervisor of the employee involved by calling the main station at (520) 229-4900. If you do not know the name of the employee involved, you may file the complaint through any police supervisor or through the Office of Professional Standards. A complaint may also be filed by mail and a supervisor will contact you.

WHO INVESTIGATES THE COMPLAINT?

The Police Department supervisors are charged with maintaining discipline and with overseeing the conduct of the employees assigned to them. A supervisor shall make every effort to resolve disputed issues, misunderstandings and procedural concerns at the initial citizen contact. If resolution is not feasible, the Office of Professional Standards will conduct an investigation.

WHAT IS THE COMPLAINT PROCEDURE?

The investigating supervisor interviews all witnesses and parties involved. The disposition will fall into one of the following categories:

"SUSTAINED" – the allegation is supported by sufficient evidence to justify a reasonable conclusion of guilt.

"NOT SUSTAINED" – insufficient evidence to prove or disprove the allegation.

"EXONERATED" – the incident occurred as reported, but was lawful and proper.

"UNFOUNDED" – the allegation is false or without merit.

WHAT IS THE DISCIPLINARY PROCESS?

If a complaint is sustained, disciplinary action is taken which consists of one or more of the following progressive measures.

Counseling – corrective training to ensure the employee understands proper procedure.

Written Reprimand – a formal written disciplinary report, documenting the incident, is placed in the employee's file.

Suspension – the employee is suspended from duty with or without pay.

Demotion – the employee is reduced in rank.

Dismissal – the employee is separated from the Police Department.

WHAT WILL YOU BE TOLD?

You will be advised of the supervisor's findings and whether disciplinary action will be taken. City, state and federal personnel laws govern an employee's privacy rights. The particular disciplinary action taken is not subject to public disclosure without a court order.

OUR COMMITMENT TO YOU...

Courteous and professional police service, coupled with a prompt and objective response to complaints, is our commitment to the public. The Oro Valley Police Department enjoys an excellent service record and it is our hope your contacts with our employees are positive. If not, we will endeavor to resolve your complaint to your satisfaction. Of course, we would like to hear from you when we have provided you with commendable service too!

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
<u>TAXES</u>					
10-31-100 AUTO LIEU TAX	7,828.09	7,828.09	89,655.00	82,028.91	8.5
10-31-200 REAL PROPERTY TAXES	5,523.75	5,523.75	94,900.00	89,376.25	5.8
10-31-240 FRANCHISE TAXES	1,873.01	1,873.01	17,250.00	15,378.99	10.9
10-31-250 CITY SALES TAXES	30,146.81	30,146.81	214,727.00	184,580.19	14.0
10-31-252 USE TAX PURCHASES	.00	.00	25,000.00	25,000.00	.0
10-31-254 USE TAX INVENTORY	.00	.00	25,000.00	25,000.00	.0
10-31-280 STATE SALES TAXES	12,473.98	12,473.98	172,379.00	159,905.02	7.2
TOTAL TAXES	57,643.64	57,643.64	638,911.00	581,267.36	9.0
<u>LICENSES AND PERMITS</u>					
10-32-100 BUILDING PERMITS	556.25	556.25	30,093.00	29,536.75	1.9
10-32-110 BUSINESS LICENSES	229.00	229.00	12,042.00	11,813.00	1.9
10-32-120 P&Z FEES	.00	.00	1,305.00	1,305.00	.0
TOTAL LICENSES AND PERMITS	785.25	785.25	43,440.00	42,654.75	1.8
<u>INTERGOVERNMENTAL REVENUE</u>					
10-33-100 STATE REVENUE SHARING	18,729.05	18,729.05	224,331.00	205,601.95	8.4
10-33-200 STATE INFRASTRUCTURE FUND	.00	.00	197,802.00	197,802.00	.0
TOTAL INTERGOVERNMENTAL REVENUE	18,729.05	18,729.05	422,133.00	403,403.95	4.4
<u>CHARGES FOR SERVICE</u>					
10-34-100 ZONING FEES	.00	.00	250.00	250.00	.0
10-34-131 POLICE PROTECTION EQUIPMENT	11.07	11.07	100.00	88.93	11.1
10-34-132 POST TRAINING REIMBURSEMENTS	.00	.00	100.00	100.00	.0
10-34-140 AUCTION PROCEEDS	286.00	286.00	50,000.00	49,734.00	.5
10-34-150 ANIMAL SHELTER REIMBURSEMENT	.00	.00	100.00	100.00	.0
10-34-160 KENNEL FEES	66.00	66.00	1,000.00	934.00	6.6
10-34-170 ADMIN GARBAGE FEES	.00	.00	19,350.00	19,350.00	.0
10-34-530 CITY BUS FEES/DONATIONS	.00	.00	2,000.00	2,000.00	.0
TOTAL CHARGES FOR SERVICE	343.07	343.07	72,900.00	72,556.93	.5

TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
FINES					
10-36-100 POLICE FINES	9,539.78	9,539.78	103,000.00	93,480.22	9.3
10-36-110 IMPOUND FEES	540.00	540.00	2,700.00	2,160.00	20.0
10-36-112 TOWING FEES	257.00	257.00	2,100.00	1,843.00	12.2
10-36-120 LIBRARY FEES & FINES	207.00	207.00	3,200.00	2,993.00	6.5
TOTAL FINES	10,543.78	10,543.78	111,000.00	100,456.22	9.5
MISCELLANEOUS REVENUE					
10-36-100 INTEREST	10,389.25	10,389.25	40,633.00	30,263.75	25.5
10-36-200 UNREALIZED GAIN	(4,456.97)	(4,456.97)	2,000.00	6,456.97	(222.9)
10-36-455 DONATIONS	208.00	208.00	100.00	(108.00)	208.0
10-36-500 PARKS & REC REVENUE & FEES	33.00	33.00	2,400.00	2,367.00	1.4
10-36-515 YOUTH SPONSERSHIP REVENUE	.00	.00	3,600.00	3,600.00	.0
10-36-900 MISCELLANEOUS	250.62	250.62	.00	(250.62)	.0
10-36-902 WORKERS' COMP REIMBURSEMENTS	.00	.00	100.00	100.00	.0
10-36-903 DIESEL SALES (FIRE, SCHOOL)	1,301.04	1,301.04	22,000.00	20,898.96	5.9
10-36-904 WILDLAND REVENUE	.00	.00	2,500.00	2,500.00	.0
10-36-907 INSURANCE CLAIMS	.00	.00	100.00	100.00	.0
10-36-908 EMPLOYEE INSURANCE CONTRIBUTIO	.00	.00	25,000.00	25,000.00	.0
10-36-910 LANDFILL LAND LEASE	58,579.58	58,579.58	702,955.00	644,375.42	8.3
10-36-950 RICO REVENUE(ASSET FORFEITURE)	.00	.00	8,400.00	8,400.00	.0
10-36-966 BUILDING LEASE RENT	.00	.00	15,000.00	15,000.00	.0
10-36-971 TOWER LEASE	.00	.00	82,964.00	82,964.00	.0
10-36-980 INSURANCE DIVIDEND	.00	.00	29,000.00	29,000.00	.0
10-36-990 MUFFIN MONSTER REPAYMENT	.00	.00	3,500.00	3,500.00	.0
10-36-999 DAILY CASH REC OVER/SHORT ACCT	.00	.00	10.00	10.00	.0
TOTAL MISCELLANEOUS REVENUE	66,284.52	66,284.52	920,262.00	853,977.48	7.2

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
TOWN GRANTS					
10-37-165 DONATIONS - ANIMAL SHELTER	.00	.00	5,000.00	5,000.00	.0
10-37-166 ANIMAL SHELTER GRANTS	.00	.00	150,000.00	150,000.00	.0
10-37-456 DONATIONS - LIBRARY	630.00	630.00	3,000.00	2,370.00	21.0
10-37-457 LIBRARY GRANT	.00	.00	100,000.00	100,000.00	.0
10-37-458 SENIOR CENTER GRANT	.00	.00	25,000.00	25,000.00	.0
10-37-487 POLICE DONATIONS	.00	.00	5,000.00	5,000.00	.0
10-37-480 SUMMER SPLASH GRANT	6,263.65	6,263.65	5,000.00	(1,263.65)	125.3
10-37-906 GRANTS - POLICE AZDOHS	.00	.00	120,426.00	120,426.00	.0
10-37-906 GRANTS - IT	.00	.00	15,000.00	15,000.00	.0
10-37-909 BUILDING REGULATION GRANT	.00	.00	10,000.00	10,000.00	.0
10-37-911 GRANTS - POLICE AZGOHS	.00	.00	120,426.00	120,426.00	.0
10-37-913 USDA EQUIPMENT GRANT	.00	.00	60,000.00	60,000.00	.0
10-37-919 CITY BUS GRANT	.00	.00	75,000.00	75,000.00	.0
10-37-920 GENERAL ADMIN GRANT	.00	.00	225,000.00	225,000.00	.0
10-37-921 POLICE GRANT	.00	.00	25,000.00	25,000.00	.0
10-37-925 MISC GRANTS	.00	.00	25,000.00	25,000.00	.0
10-37-983 E-RATE	.00	.00	150,000.00	150,000.00	.0
10-37-985 SCBA GRANT	.00	.00	200,000.00	200,000.00	.0
10-37-986 SEWER POND PROJECT	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL TOWN GRANTS	6,893.65	6,893.65	3,318,852.00	3,311,958.35	.2
TOTAL FUND REVENUE	181,222.96	181,222.96	5,527,498.00	5,366,275.04	2.9

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
COUNCIL					
10-42-100 PERSONNEL SERVICES	450.00	450.00	10,800.00	10,350.00	4.2
10-42-130 EMPLOYEE BENEFITS	37.05	37.05	930.00	892.95	4.0
10-42-220 ATTORNEY FEES	3,807.50	3,807.50	40,000.00	36,192.50	9.5
10-42-250 ADVERTISING	.00	.00	1,500.00	1,500.00	.0
10-42-290 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
10-42-530 COMMUNITY RELATIONS	.00	.00	100.00	100.00	.0
10-42-840 MEMBERSHIP LEAGUE	.00	.00	5,720.00	5,720.00	.0
10-42-880 TRAVEL AND TRAINING	.00	.00	1,300.00	1,300.00	.0
10-42-870 BLDG LEASE PAYMENT	.00	.00	18,000.00	18,000.00	.0
TOTAL COUNCIL	4,294.55	4,294.55	78,550.00	74,255.45	5.5
GENERAL ADMINISTRATION					
10-43-100 PERSONNEL SERVICES	9,499.30	9,499.30	158,370.00	148,870.70	6.1
10-43-102 NEW HIRE	.00	.00	150.00	150.00	.0
10-43-130 EMPLOYEE BENEFITS	2,438.45	2,438.45	57,083.00	54,644.55	4.3
10-43-250 ADVERTISING	61.31	61.31	4,000.00	3,938.69	1.5
10-43-271 TELEPHONE	702.81	702.81	8,600.00	7,897.19	8.2
10-43-280 INSURANCE	15,440.82	15,440.82	48,891.00	33,450.18	31.8
10-43-290 OFFICE SUPPLIES	781.48	781.48	8,000.00	5,218.52	13.0
10-43-300 PRINTING	.00	.00	250.00	250.00	.0
10-43-340 UTILITIES	613.06	613.06	7,958.00	7,344.94	7.7
10-43-360 CONTRACT LABOR	55.20	55.20	1,700.00	1,644.80	3.3
10-43-440 POSTAGE	388.38	388.38	3,500.00	3,111.62	11.0
10-43-470 VEHICLE EXPENSE	48.05	48.05	600.00	551.95	8.0
10-43-475 FUEL EXPENSE	.00	.00	600.00	600.00	.0
10-43-480 COMPUTER EXPENSE	801.95	801.95	3,158.00	2,356.05	25.4
10-43-500 BUILDING MAINTENANCE	88.00	88.00	3,210.00	3,122.00	2.7
10-43-810 EQUIPMENT MAINTENANCE	23.57	23.57	500.00	476.43	4.7
10-43-840 MEMBERSHIP	1,275.00	1,275.00	1,500.00	225.00	85.0
10-43-850 AUDIT	7,795.36	7,795.36	35,750.00	27,954.64	21.8
10-43-880 TRAVEL AND TRAINING	40.00	40.00	4,000.00	3,960.00	1.0
10-43-890 ELECTION SUPPLIES	.00	.00	100.00	100.00	.0
10-43-703 CODIFYING/DIGITIZING	.00	.00	2,100.00	2,100.00	.0
10-43-705 CAPITAL LEASE EXPENSE	645.85	645.85	7,000.00	6,354.15	9.2
10-43-840 CAPITAL OUTLAY - EQUIPMENT	.00	.00	100.00	100.00	.0
10-43-850 HURF REPAYMENT	.00	.00	17,550.00	17,550.00	.0
TOTAL GENERAL ADMINISTRATION	40,696.39	40,696.39	370,648.00	329,949.61	11.0

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
MAGISTRATE					
10-45-100 PERSONNEL SERVICES	1,666.50	1,666.50	12,867.00	11,180.50	13.0
10-45-105 OVERTIME	.00	.00	500.00	500.00	.0
10-45-120 PROSECUTION FEES	423.50	423.50	6,600.00	6,176.50	6.4
10-45-130 EMPLOYEE BENEFITS	582.11	582.11	4,601.00	4,018.89	12.7
10-45-221 COURT APPT ATTORNEYS	.00	.00	9,200.00	9,200.00	.0
10-45-260 CONTRACT LABOR-PRO TEM	60.00	60.00	1,000.00	940.00	6.0
10-45-280 OFFICE SUPPLIES	9.00	9.00	450.00	441.00	2.0
10-45-360 CONTRACT LABOR-JUDGE	600.00	600.00	10,000.00	9,400.00	6.0
10-45-381 CONTRACT LABOR - SECURITY	192.00	192.00	1,700.00	1,508.00	11.3
10-45-480 COMPUTER EXPENSE	.00	.00	2,500.00	2,500.00	.0
10-45-660 TRAVEL/TRAINING	.00	.00	500.00	500.00	.0
10-45-810 JAIL FEES	636.12	636.12	4,500.00	3,863.88	14.1
TOTAL MAGISTRATE	4,169.23	4,169.23	54,408.00	50,238.77	7.7
IT					
10-48-101 CONTRACT LABOR	1,967.50	1,967.50	23,725.00	21,757.50	8.3
10-48-210 SUBSCRIPTIONS	311.04	311.04	13,040.00	12,728.96	2.4
10-48-275 CELL PHONE	1,689.44	1,689.44	19,680.00	17,990.56	8.6
10-48-804 SOFTWARE LICENSING	.00	.00	100.00	100.00	.0
10-48-840 CAPITAL OUTLAY	.00	.00	7,750.00	7,750.00	.0
TOTAL IT	3,967.98	3,967.98	64,295.00	60,327.02	6.2

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
POLICE					
10-51-100 PERSONNEL SERVICES	22,114.74	22,114.74	310,822.00	288,707.26	7.1
10-51-102 NEW HIRE	343.50	343.50	.00 (343.50)	.0
10-51-105 OVERTIME	617.71	617.71	4,000.00	3,382.29	15.4
10-51-110 UNIFORM EXPENSE	250.00	250.00	3,000.00	2,750.00	8.3
10-51-130 EMPLOYEE BENEFITS	6,695.77	6,695.77	203,320.00	196,624.23	3.3
10-51-135 PUBLIC SAFETY RETIREMENT	4,112.18	4,112.18	.00 (4,112.18)	.0
10-51-221 PSRS BOARD ATTORNEY	.00	.00	100.00	100.00	.0
10-51-222 SEACOM/CCSO CONTRACT	20,487.50	20,487.50	61,950.00	61,462.50	25.0
10-51-230 PROFESSIONAL SERVICES	1,118.90	1,118.90	3,500.00	2,381.10	32.0
10-51-240 PROSECUTION FEES	423.50	423.50	8,800.00	6,176.50	6.4
10-51-271 TELEPHONE	340.02	340.02	4,900.00	4,559.98	6.9
10-51-290 OFFICE SUPPLIES	142.99	142.99	300.00	157.01	47.7
10-51-295 PRINTING EXPENSE	.00	.00	200.00	200.00	.0
10-51-340 UTILITIES	551.52	551.52	7,958.00	7,404.48	6.9
10-51-360 CONTRACT LABOR	55.22	55.22	.00 (55.22)	.0
10-51-365 SHREDDING SERVICES	184.45	184.45	.00 (184.45)	.0
10-51-460 MAINTENANCE AND SUPPLIES	4,882.35	4,882.35	3,500.00 (1,382.35)	139.5
10-51-466 WEAPONS AND AMMUNITION	.00	.00	500.00	500.00	.0
10-51-470 VEHICLE EXPENSE	1,597.72	1,597.72	6,000.00	4,402.28	26.6
10-51-475 POLICE FUEL EXPENSE	1,018.60	1,018.60	12,000.00	10,981.40	8.5
10-51-480 COMPUTER EXPENSE	.00	.00	1,600.00	1,600.00	.0
10-51-505 POLICE VEHICLE IMPOUND FEE	253.00	253.00	2,000.00	1,747.00	12.7
10-51-510 IMPOUND ADMIN	(300.00)	(300.00)	.00	300.00	.0
10-51-620 EQUIP REPAIR AND MAINTENANCE	357.88	357.88	4,900.00	4,542.12	7.3
10-51-640 MEMBERSHIP	.00	.00	200.00	200.00	.0
10-51-660 TRAVEL AND TRAINING	.00	.00	8,850.00	8,850.00	.0
10-51-665 COMMUNITY RELATIONS	.00	.00	100.00	100.00	.0
10-51-705 CAPITAL LEASE	294.80	294.80	2,800.00	2,505.20	10.5
10-51-840 POLICE CAPITAL OUTLAY	.00	.00	2,900.00	2,900.00	.0
10-51-841 VEHICLE LEASE	.00	.00	6,000.00	6,000.00	.0
10-51-858 BODY WORN CAMERA PROGRAM	.00	.00	4,100.00	4,100.00	.0
10-51-857 ASSET FORFEITURE EXPENSES	.00	.00	500.00	500.00	.0
TOTAL POLICE	66,542.35	65,542.35	684,598.00	619,055.65	9.6

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
ANIMAL SHELTER					
10-52-100 PERSONNEL SERVICES	1,732.50	1,732.50	12,480.00	10,747.50	13.9
10-52-110 ANIMAL SHELTER UNIFORMS	.00	.00	300.00	300.00	.0
10-52-130 EMPLOYEE BENEFITS	244.63	244.63	1,900.00	1,655.37	12.9
10-52-290 OFFICE SUPPLIES	26.30	26.30	.00	(26.30)	.0
10-52-310 INSURANCE	111.89	111.89	400.00	288.11	28.0
10-52-340 UTILITIES	38.58	38.58	.00	(38.58)	.0
10-52-463 MEDICE/VACCINE	.00	.00	12,500.00	12,500.00	.0
10-52-484 ANIMAL LICENSE FEES	.00	.00	50.00	50.00	.0
10-52-465 HEALTH AND SAFETY	.00	.00	100.00	100.00	.0
10-52-467 SV CONTRACT PAYMENT	1,785.00	1,785.00	2,450.00	665.00	72.9
10-52-470 VEHICLE MAINT	304.51	304.51	500.00	195.49	60.9
10-52-475 FUEL EXPENSE	51.00	51.00	.00	(51.00)	.0
10-52-680 TRAVEL & TRAINING	1,100.00	1,100.00	500.00	(800.00)	220.0
TOTAL ANIMAL SHELTER	5,394.41	5,394.41	31,180.00	25,785.59	17.3
FIRE					
10-53-340 UTILITIES	887.31	887.31	15,644.00	14,756.69	5.7
10-53-380 CONTRACTED PERSONNEL SERVICES	102,500.00	102,500.00	410,000.00	307,500.00	25.0
10-53-368 INSURANCE	1,007.01	1,007.01	3,200.00	2,192.99	31.5
10-53-450 EQUIPMENT/TRUCK MAINTENANCE	225.37	225.37	.00	(225.37)	.0
TOTAL FIRE	104,619.69	104,619.69	428,844.00	324,224.31	24.4
BUILDING REGULATION					
10-54-360 CONTRACT LABOR	4,150.00	4,150.00	57,000.00	52,850.00	7.3
10-54-780 BLDG REGULATION SUPPLIES	.00	.00	600.00	600.00	.0
10-54-801 ABATEMENT	.00	.00	2,000.00	2,000.00	.0
TOTAL BUILDING REGULATION	4,150.00	4,150.00	59,600.00	55,450.00	7.0

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>PUBLIC WORKS</u>					
10-57-100 PERSONNEL SERVICES	1,135.59	1,135.59	14,441.00	13,305.41	7.9
10-57-105 OVERTIME	98.08	98.08	250.00	151.92	39.2
10-57-110 UNIFORM EXPENSE	111.91	111.91	5,000.00	4,888.09	2.2
10-57-130 EMPLOYEE BENEFITS	441.09	441.09	9,782.00	9,320.91	4.5
10-57-280 INSURANCE	492.32	492.32	1,555.00	1,062.68	31.7
10-57-340 UTILITIES	2,554.87	2,554.87	25,000.00	22,445.13	10.2
10-57-380 CONTRACT LABOR	220.84	220.84	1,000.00	779.16	22.1
10-57-480 MAINTENANCE AND SUPPLIES	193.94	193.94	1,715.00	1,521.06	11.3
10-57-475 FUEL EXPENSE	646.83	646.83	1,000.00	353.17	64.7
10-57-810 EQUIPMENT MAINTENANCE	.00	.00	4,000.00	4,000.00	.0
TOTAL PUBLIC WORKS	5,895.47	5,895.47	63,723.00	57,827.53	9.3
<u>CITY POOL</u>					
10-58-100 PERSONNEL SERVICES	4,502.75	4,502.75	11,985.00	6,882.25	39.6
10-58-130 EMPLOYEE BENEFITS	681.48	681.48	1,300.00	618.52	52.4
10-58-270 PHONE	.00	.00	100.00	100.00	.0
10-58-340 UTILITIES	558.77	558.77	6,100.00	5,541.23	9.2
10-58-480 MAINTENANCE AND SUPPLIES	100.00	100.00	2,800.00	2,500.00	3.9
10-58-880 CERTIFYING	.00	.00	300.00	300.00	.0
TOTAL CITY POOL	5,843.00	5,843.00	21,785.00	15,942.00	28.8
<u>SUMMER SPLASH</u>					
10-59-100 PERSONNEL SERVICES	1,921.50	1,921.50	4,500.00	2,578.50	42.7
10-59-102 NEW HIRE	80.00	80.00	.00	(80.00)	.0
10-59-130 EMPLOYEE BENEFITS	198.83	198.83	250.00	53.17	78.7
10-59-460 SUPPLIES	.00	.00	250.00	250.00	.0
TOTAL SUMMER SPLASH	2,178.33	2,178.33	5,000.00	2,821.67	43.6
<u>PARKS & RECREATION</u>					
10-60-460 MAINTENANCE AND SUPPLIES	58.80	58.80	2,000.00	1,941.20	2.9
10-60-530 COMMUNITY RELATIONS/JULY 4TH	.00	.00	8,000.00	8,000.00	.0
10-60-704 SPECIAL ACTIVITIES	484.81	484.81	800.00	315.19	60.6
TOTAL PARKS & RECREATION	543.61	543.61	10,800.00	10,256.39	5.0

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LIBRARY AND COMMUNITY SERVICES					
10-62-100 PERSONNEL SERVICES	8,271.41	8,271.41	89,152.00	82,880.59	7.0
10-62-102 NEW HIRE	30.00	30.00	.00	30.00	.0
10-62-130 EMPLOYEE BENEFITS	714.14	714.14	9,788.00	9,073.86	7.3
10-62-271 TELEPHONE	187.51	187.51	2,100.00	1,932.49	8.0
10-62-280 INSURANCE	111.89	111.89	400.00	288.11	28.0
10-62-290 OFFICE SUPPLIES	330.98	330.98	1,500.00	1,169.02	22.1
10-62-340 UTILITIES	858.41	858.41	10,600.00	9,741.59	8.1
10-62-386 INMATE/JANITORIAL	130.42	130.42	1,300.00	1,169.58	10.0
10-62-460 MAINTENANCE AND SUPPLIES	38.00	38.00	750.00	714.00	4.8
10-62-478 FUEL	.00	.00	80.00	80.00	.0
10-62-480 COMPUTER EXPENSE	.00	.00	2,865.00	2,865.00	.0
10-62-481 INTERNET	94.95	94.95	4,000.00	3,905.05	2.4
10-62-620 VEHICLE REPAIR & MAINT	.00	.00	400.00	400.00	.0
10-62-640 MEMBERSHIP	.00	.00	100.00	100.00	.0
10-62-660 TRAVEL AND TRAINING	.00	.00	730.00	730.00	.0
10-62-703 COMMUNITY RELATIONS	.00	.00	100.00	100.00	.0
10-62-705 CAPITAL OUTLAY	715.18	715.18	3,700.00	2,984.82	19.3
TOTAL LIBRARY AND COMMUNITY SERVICES	9,480.89	9,480.89	127,365.00	117,904.11	7.4
CITY BUS					
10-65-280 INSURANCE	201.40	201.40	700.00	498.60	28.8
10-65-482 BUS STOP CONSTRUCTION	.00	.00	2,000.00	2,000.00	.0
TOTAL CITY BUS	201.40	201.40	2,700.00	2,498.60	7.5
SENIOR CENTER					
10-68-290 SUPPLIES	.00	.00	2,000.00	2,000.00	.0
10-68-340 UTILITIES	263.60	263.60	4,800.00	4,536.40	5.5
10-68-462 PEST CONTROL	.00	.00	550.00	550.00	.0
TOTAL SENIOR CENTER	263.60	263.60	7,350.00	7,086.40	3.6

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

GENERAL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
TOWN GRANTS					
10-69-800 SHELTER DONATIONS EXP	.00	.00	5,000.00	5,000.00	.0
10-69-801 ANIMAL SHELTER GRANT EXP	.00	.00	150,000.00	150,000.00	.0
10-69-802 LIBRARY DONATIONS EXP	4,657.21	4,657.21	3,000.00	(1,657.21)	155.2
10-69-803 IT GRANT EXP	.00	.00	15,000.00	15,000.00	.0
10-69-804 MISC EXP	.00	.00	225,000.00	225,000.00	.0
10-69-805 BUILDING REGULATION EXP	.00	.00	10,000.00	10,000.00	.0
10-69-808 LIBRARY GRANTS EXP	.00	.00	100,000.00	100,000.00	.0
10-69-807 SENIOR CENTER GRANT EXP	.00	.00	25,000.00	25,000.00	.0
10-69-808 SUMMER SPLASH GRANT EXP	.00	.00	5,000.00	5,000.00	.0
10-69-809 EDA GRANTS EXP	.00	.00	25,000.00	25,000.00	.0
10-69-810 E-RATE EXP	.00	.00	150,000.00	150,000.00	.0
10-69-845 POLICE GRANT EXP	.00	.00	30,000.00	30,000.00	.0
10-69-848 AZDOHS GRANT EXPENDITURES	.00	.00	120,426.00	120,426.00	.0
10-69-847 AZGOHS GRANT EXPENDITURES	.00	.00	120,426.00	120,426.00	.0
10-69-849 BUS LINE EXP	.00	.00	75,000.00	75,000.00	.0
10-69-850 SCBA GRANT EXP	.00	.00	200,000.00	200,000.00	.0
10-69-851 USDA EQUIPMENT GRANT	.00	.00	60,000.00	60,000.00	.0
10-69-854 WIFA LOAN	.00	.00	2,000,000.00	2,000,000.00	.0
TOTAL TOWN GRANTS	4,657.21	4,657.21	3,318,852.00	3,314,194.79	.1
TOTAL FUND EXPENDITURES	261,878.11	261,878.11	5,329,696.00	5,067,817.89	4.9
NET REVENUE OVER EXPENDITURES	(100,655.15)	(100,655.15)	197,802.00	298,457.15	(50.9)

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2018**

POLICE - DHS GRANT - BP OT

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
12-30-800 DHS GRANT BP O/T	.00	.00	135,000.00	135,000.00	.0
TOTAL REVENUE	.00	.00	135,000.00	135,000.00	.0
TOTAL FUND REVENUE	.00	.00	135,000.00	135,000.00	.0

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

POLICE - DHS GRANT - BP OT

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
EXPENDITURES					
12-40-130 EMPLOYEE BENEFITS	293.57	293.57	135,000.00	134,708.43	.2
12-40-131 DUI TASK FORCE OVER TIME	574.72	574.72	.00 (574.72)	.0
12-40-135 PUBLIC SAFETY RETIREMENT	186.46	186.46	.00 (186.46)	.0
12-40-840 AUTHORIZED EXPENDITURES	280.35	280.35	.00 (280.35)	.0
TOTAL EXPENDITURES	1,335.10	1,335.10	135,000.00	133,664.90	1.0
TOTAL FUND EXPENDITURES	1,335.10	1,335.10	135,000.00	133,664.90	1.0
NET REVENUE OVER EXPENDITURES	(1,335.10)	(1,335.10)	.00	1,335.10	.0

TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

FIRE TRUCK FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
	<u>REVENUE</u>					
14-30-800	GRANT REVENUE	.00	.00	200,000.00	200,000.00	.0
	TOTAL REVENUE	.00	.00	200,000.00	200,000.00	.0
	TOTAL FUND REVENUE	.00	.00	200,000.00	200,000.00	.0

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

FIRE TRUCK FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>EXPENDITURES</u>					
14-40-850 AUTHORIZED EXPENDITURES	.00	.00	200,000.00	200,000.00	.0
TOTAL EXPENDITURES	.00	.00	200,000.00	200,000.00	.0
TOTAL FUND EXPENDITURES	.00	.00	200,000.00	200,000.00	.0
NET REVENUE OVER EXPENDITURES	.00	.00	.00	.00	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

		TRUST FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
REVENUE						
20-30-200	FINES AND BAILS	17,911.50	17,911.50	173,861.00	155,739.50	10.3
20-30-300	BONDS	.00	.00	100.00	100.00	.0
20-30-400	RESTITUTION	.00	.00	100.00	100.00	.0
20-30-500	JCEF	.00	.00	100.00	100.00	.0
TOTAL REVENUE		17,911.50	17,911.50	173,961.00	156,039.50	10.3
TOTAL FUND REVENUE		17,911.50	17,911.50	173,961.00	156,039.50	10.3

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

		TRUST FUND				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>						
20-40-200	FINES AND BAILS	15,775.17	15,775.17	173,751.00	157,975.83	9.1
20-40-400	RESTITUTION	88.81	88.81	.00	(88.81)	.0
20-40-401	BOND	.00	.00	100.00	100.00	.0
20-40-500	JCEF	.00	.00	100.00	100.00	.0
TOTAL EXPENDITURES		15,841.98	15,841.98	173,951.00	158,109.02	9.1
TOTAL FUND EXPENDITURES		15,841.98	15,841.98	173,951.00	158,109.02	9.1
NET REVENUE OVER EXPENDITURES		2,089.52	2,089.52	.00	(2,089.52)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

ROAD USER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
23-30-300 GAS TAX REVENUES - HURF	14,170.73	14,170.73	150,048.00	135,877.27	9.4
23-30-320 HURF REPAYMENT	.00	.00	17,055.00	17,055.00	.0
23-30-800 MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
TOTAL REVENUE	14,170.73	14,170.73	167,203.00	153,032.27	8.5
TOTAL FUND REVENUE	14,170.73	14,170.73	167,203.00	153,032.27	8.5

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

ROAD USER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>ROAD USERS ADMIN</u>					
23-40-100 PERSONNEL SERVICES	.00	.00	45,868.00	45,868.00	.0
23-40-130 EMPLOYEE BENEFITS	.00	.00	24,558.00	24,558.00	.0
23-40-480 MAINTENANCE AND SUPPLIES	.00	.00	8,000.00	8,000.00	.0
23-40-470 VEHICLE EXPENSE	.00	.00	2,500.00	2,500.00	.0
23-40-475 FUEL	.00	.00	1,080.00	1,080.00	.0
23-40-490 ROAD REPAIR	.00	.00	58,472.00	58,472.00	.0
23-40-810 EQUIPMENT REPAIR	.00	.00	5,000.00	5,000.00	.0
23-40-831 CAPITAL OUTLAY	.00	.00	25,725.00	25,725.00	.0
TOTAL ROAD USERS ADMIN	.00	.00	187,203.00	187,203.00	.0
TOTAL FUND EXPENDITURES	.00	.00	187,203.00	187,203.00	.0
NET REVENUE OVER EXPENDITURES	14,170.73	14,170.73	.00 (14,170.73)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

WATER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
REVENUE					
	.00	.00	250.00	250.00	.0
61-30-100 INTEREST EARNINGS	31,687.33	31,687.33	248,553.00	214,865.67	12.9
61-30-200 WATER SALES	160.00	160.00	850.00	690.00	18.8
61-30-202 RC: RECONNECT FEE	85.00	85.00	.00	85.00)	.0
61-30-203 WTO: WATER TURN ON FEE	140.00	140.00	650.00	710.00	16.5
51-30-300 CONNECTION FEES	1,429.15	1,429.15	12,000.00	10,570.86	11.9
61-30-400 PENALTIES & FORFEITURES	30.00	30.00	250.00	220.00	12.0
61-30-900 MISCELLANEOUS					
TOTAL REVENUE	33,531.48	33,531.48	250,753.00	227,221.52	12.9
TOTAL FUND REVENUE	33,531.48	33,531.48	250,753.00	227,221.52	12.9

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

WATER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
WATER EXPENDITURES					
51-40-100 PERSONNEL SERVICES	5,110.21	5,110.21	64,985.00	59,874.79	7.9
51-40-105 OVERTIME	441.34	441.34	1,200.00	758.66	36.8
51-40-107 STAND BY TIME	.00	.00	4,180.00	4,180.00	.0
51-40-110 UNIFORM EXPENSE	93.28	93.28	2,400.00	2,306.72	3.9
51-40-130 EMPLOYEE BENEFITS	2,053.81	2,053.81	43,730.00	41,676.39	4.7
51-40-280 INSURANCE	984.63	984.63	3,110.00	2,125.37	31.7
51-40-290 OFFICE SUPPLIES	.00	.00	200.00	200.00	.0
51-40-340 UTILITIES	4,268.98	4,268.98	43,200.00	38,931.02	9.9
51-40-360 CONTRACT LABOR	720.84	720.84	11,700.00	10,979.16	6.2
51-40-370 SALES TAX	5,817.48	5,817.48	12,700.00	7,082.52	44.2
51-40-440 POSTAGE	378.37	378.37	3,400.00	3,021.63	11.1
51-40-480 MAINTENANCE & SUPPLIES	2,431.28	2,431.28	20,000.00	17,568.74	12.2
51-40-470 VEHICLE EXPENSE	64.00	64.00	3,600.00	3,436.00	1.8
51-40-475 FUEL EXPENSE	808.38	808.38	8,000.00	7,193.62	10.1
51-40-480 COMPUTER EXPENSE	.00	.00	200.00	200.00	.0
51-40-510 WATER TESTS	1,165.00	1,165.00	12,400.00	11,235.00	9.4
51-40-510 EQUIPMENT MAINTENANCE	1,995.90	1,995.90	7,900.00	5,904.10	25.3
51-40-550 PROFESSIONAL SERVICES	812.50	812.50	8,938.00	8,125.50	9.1
51-40-880 TRAVEL	.00	.00	400.00	400.00	.0
51-40-840 WATER CAPITAL OUTLAY	.00	.00	100.00	100.00	.0
51-40-900 BAD DEBT EXPENSE	.00	.00	100.00	100.00	.0
51-40-950 WATER TRANSFER TO SAVINGS	.00	.00	8,430.00	8,430.00	.0
TOTAL WATER EXPENDITURES	28,943.78	28,943.78	280,753.00	233,809.22	10.3
TOTAL FUND EXPENDITURES	28,943.78	28,943.78	280,753.00	233,809.22	10.3
NET REVENUE OVER EXPENDITURES	6,587.70	6,587.70	.00	(6,587.70)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

SEWER FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
52-30-100 INTEREST EARNINGS	.00	.00	500.00	500.00	.0
52-30-200 SEWER SERVICES	20,579.42	20,579.42	218,848.00	198,268.58	9.5
52-30-300 CONNECTION FEES	.00	.00	1,000.00	1,000.00	.0
TOTAL REVENUE	20,579.42	20,579.42	218,348.00	197,768.58	9.4
 TOTAL FUND REVENUE	 20,579.42	 20,579.42	 218,348.00	 197,768.58	 9.4

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
SEWER EXPENDITURES					
52-40-100 PERSONNEL SERVICES	5,110.17	5,110.17	64,985.00	59,874.83	7.9
52-40-105 OVERTIME	441.34	441.34	1,000.00	558.66	44.1
52-40-107 STAND BY TIME	.00	.00	4,180.00	4,180.00	.0
52-40-110 UNIFORM EXPENSE	93.31	93.31	2,400.00	2,306.69	3.9
52-40-130 EMPLOYEE BENEFITS	2,053.48	2,053.48	43,730.00	41,676.52	4.7
52-40-280 INSURANCE	984.83	984.83	3,110.00	2,125.37	31.7
52-40-340 UTILITIES	313.01	313.01	7,100.00	6,786.99	4.4
52-40-380 CONTRACT LABOR	620.84	620.84	18,000.00	17,379.16	3.6
52-40-440 POSTAGE	378.38	378.38	.00	378.38	.0
52-40-480 MAINTENANCE AND SUPPLIES	350.96	350.96	10,000.00	9,649.04	3.6
52-40-470 VEHICLE EXPENSE	484.91	484.91	3,000.00	2,535.09	16.5
52-40-475 FUEL	808.37	808.37	8,000.00	7,193.83	10.1
52-40-480 COMPUTER EXPENSE	.00	.00	200.00	200.00	.0
52-40-516 ADEQ FEES	.00	.00	1,000.00	1,000.00	.0
52-40-810 EQUIPMENT MAINTENANCE	.00	.00	6,000.00	6,000.00	.0
52-40-830 SEWER CHEMICALS	.00	.00	800.00	800.00	.0
52-40-850 PROFESSIONAL SERVICES	812.50	812.50	8,938.00	8,125.50	9.1
52-40-702 SEWAGE POND COMPLIANCE	845.00	845.00	5,000.00	4,155.00	16.9
52-40-900 BAD DEBT EXPENSE	.00	.00	100.00	100.00	.0
52-40-925 MUFFIN MONSTER PAYMENT	.00	.00	3,500.00	3,500.00	.0
52-40-950 PAYMENT ON WIFA LOAN	.00	.00	25,000.00	25,000.00	.0
52-40-980 TRANSFER TO SAVINGS	.00	.00	2,323.00	2,323.00	.0
TOTAL SEWER EXPENDITURES	13,274.90	13,274.90	218,348.00	205,071.10	6.1
TOTAL FUND EXPENDITURES	13,274.90	13,274.90	218,348.00	205,071.10	6.1
NET REVENUE OVER EXPENDITURES	7,304.52	7,304.52	.00	(7,304.52)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

GARBAGE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
54-30-100 INTEREST EARNINGS	.00	.00	750.00	750.00	.0
54-30-200 SALES RECEIPTS	11,628.33	11,628.33	144,250.00	132,621.67	8.1
TOTAL REVENUE	11,628.33	11,628.33	145,000.00	133,371.67	8.0
 TOTAL FUND REVENUE	 11,628.33	 11,628.33	 145,000.00	 133,371.67	 8.0

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

GARBAGE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>GARBAGE EXPENDITURES</u>					
54-40-380 CONTRACT LABOR	10,910.20	10,910.20	122,000.00	111,089.80	8.9
54-40-460 EQUIPMENT/SUPPLIES	.00	.00	1,750.00	1,750.00	.0
54-40-821 TOWN TRASH SERVICE	.00	.00	1,900.00	1,900.00	.0
54-40-850 ADMIN FEES TRANSFER TO GF	.00	.00	19,350.00	19,350.00	.0
TOTAL GARBAGE EXPENDITURES	10,910.20	10,910.20	145,000.00	134,089.80	7.5
TOTAL FUND EXPENDITURES	10,910.20	10,910.20	145,000.00	134,089.80	7.5
NET REVENUE OVER EXPENDITURES	718.13	718.13	.00	(718.13)	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

LANDFILL FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>					
55-30-100 INTEREST EARNINGS	.00	.00	500.00	500.00	.0
55-30-200 SALES - LANDFILL	107,152.49	107,152.49	1,257,258.00	1,150,105.51	8.5
55-30-201 LATE PENALTIES	.00	.00	1,000.00	1,000.00	.0
55-30-205 MISC.REVENUE	.00	.00	2,500.00	2,500.00	.0
55-30-210 TIPPING FEES	13,022.94	13,022.94	135,600.00	122,577.06	9.6
TOTAL REVENUE	120,175.43	120,175.43	1,398,858.00	1,276,682.57	8.6
<u>SOURCE 36</u>					
55-36-400 SALE OF FIXED ASSETS	.00	.00	155,000.00	155,000.00	.0
55-36-405 RECYCLE	.00	.00	6,000.00	6,000.00	.0
TOTAL SOURCE 36	.00	.00	161,000.00	161,000.00	.0
TOTAL FUND REVENUE	120,175.43	120,175.43	1,557,858.00	1,437,682.57	7.7

TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019

LANDFILL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
LANDFILL EXPENDITURES					
55-40-100 PERSONNEL SERVICES	10,840.60	10,840.60	211,222.00	200,381.40	5.1
55-40-102 NEW HIRE	.00	.00	200.00	200.00	.0
55-40-106 OVERTIME	835.05	835.05	7,500.00	6,664.95	11.1
55-40-110 UNIFORM EXPENSE	283.28	283.28	6,000.00	5,716.72	4.4
55-40-130 EMPLOYEE BENEFITS	4,414.23	4,414.23	136,807.00	132,392.77	3.2
55-40-250 ADVERTISING	.00	.00	750.00	750.00	.0
55-40-285 BANK COSTS/FEES	.00	.00	34,500.00	34,500.00	.0
55-40-280 INSURANCE	1,924.51	1,924.51	6,100.00	4,175.49	31.6
55-40-290 OFFICE SUPPLIES	.00	.00	1,000.00	1,000.00	.0
55-40-337 PROPERTY LEASE	58,579.58	58,579.58	702,955.00	644,375.42	8.3
55-40-340 UTILITIES	985.59	985.59	21,800.00	20,804.41	4.6
55-40-350 SAFETY EQUIPMENT	.00	.00	400.00	400.00	.0
55-40-380 CONTRACT LABOR	825.32	825.32	30,500.00	29,674.68	2.7
55-40-440 POSTAGE	378.37	378.37	.00	378.37	.0
55-40-480 MAINTENANCE & SUPPLIES	5,475.05	5,475.05	45,000.00	39,524.95	12.2
55-40-470 VEHICLE EXPENSE	14.76	14.76	500.00	485.24	3.0
55-40-475 FUEL EXPENSE	5,003.81	5,003.81	81,000.00	75,996.19	6.2
55-40-480 COMPUTER EXPENSE	48.86	48.86	3,000.00	2,951.14	1.6
55-40-500 BUILDING MAINTENANCE	.00	.00	250.00	250.00	.0
55-40-510 LAB FEES	.00	.00	7,000.00	7,000.00	.0
55-40-515 ENGINEERING SERVICES	.00	.00	1,000.00	1,000.00	.0
55-40-518 ADEQ FEES	.00	.00	10,000.00	10,000.00	.0
55-40-810 EQUIPMENT MAINTENANCE	13,152.56	13,152.56	40,000.00	26,847.44	32.9
55-40-850 PROFESSIONAL SERVICES/AUDIT	1,825.00	1,825.00	17,875.00	16,250.00	9.1
55-40-880 TRAVEL - TRAVEL/TRAINING	.00	.00	500.00	500.00	.0
55-40-705 CAPITAL LEASE	6,764.89	6,764.89	81,180.00	74,415.11	8.3
55-40-840 LANDFILL CAPITAL OUTLAY	.00	.00	108,519.00	108,519.00	.0
55-40-855 METHANE MONITORING	1,081.45	1,081.45	2,500.00	1,418.55	43.3
TOTAL LANDFILL EXPENDITURES	112,222.71	112,222.71	1,557,858.00	1,445,635.29	7.2
TOTAL FUND EXPENDITURES	112,222.71	112,222.71	1,557,858.00	1,445,635.29	7.2
NET REVENUE OVER EXPENDITURES	7,952.72	7,952.72	.00	7,952.72	.0

**TOWN OF HUACHUCA CITY
REVENUES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

		FUND 88				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>SOURCE 30</u>						
88-30-200	HOLIDAY FUND DONATION	.00	.00	2,000.00	2,000.00	.0
TOTAL SOURCE 30		.00	.00	2,000.00	2,000.00	.0
TOTAL FUND REVENUE		.00	.00	2,000.00	2,000.00	.0

**TOWN OF HUACHUCA CITY
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 1 MONTHS ENDING JULY 31, 2019**

		FUND 88				
		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
88-40-100	CHILDREN'S FUND GIFTS/FOOD	<u>.00</u>	<u>.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>.0</u>
	TOTAL DEPARTMENT 40	<u>.00</u>	<u>.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>.0</u>
	TOTAL FUND EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>2,000.00</u>	<u>2,000.00</u>	<u>.0</u>
	NET REVENUE OVER EXPENDITURES	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>

(16)
August 21, 2019

Mr. Mayor, Council Members, and City Manager Williams:

At this time, I regret to inform you that I am resigning my position on the Huachuca City Council, for medical reasons, effective immediately. Let me just say that it has been an honor and a privilege to serve the citizens of Huachuca City as a member of their City Council. I have always strived to be mindful of the needs of the citizenry, and to find viable, well thought out, and cost effective solutions to each problem as it arose. I realize that my actions, as well as my attention to detail, may have, at times, painted me as a thorn in the side of progress. My intentions were ever to make people think, and if that slowed the pace of progress from time to time, so be it, as that is sometimes what it takes to ensure that the city was operating in a legal and ethical manner to the benefit of her citizens.

Sincerely,

A handwritten signature in dark ink, appearing to read "Walter Welsch". The signature is fluid and cursive, with a long horizontal stroke at the end.

Walter Welsch



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

RESOLUTION NO. 2019-28

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ADOPTING RECORDS RETENTION AND DISPOSITION SCHEDULES FOR TOWN RECORDS.

WHEREAS, the Town of Huachuca City desires to adopt policies for the retention and disposition of the Town's official records that will ensure compliance with State law, maximize efficiency and minimize cost; and

WHEREAS, the staff of the Town of Huachuca City has assembled the Retention and Disposition Schedules recommended by the Director of the Arizona State Library, Archives and Public Records, attached hereto as Exhibit "A" and incorporated herein by this reference, which collectively provide a policy for the retention and disposition of the Town's official records in compliance with State law; and

WHEREAS, the Mayor and Council of the Town of Huachuca City have reviewed the Records Retention and Disposition Schedules attached hereto as Exhibit "A" and have determined that approving and adopting them is in the best interests of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Huachuca City that the Records Retention Schedules, attached hereto as Exhibit "A" are hereby approved and adopted.

PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 12th DAY OF SEPTEMBER, 2019.

Johann Wallace, Mayor

ATTEST:

Approved as to Form:

Janine Collins, Town Clerk

Thomas Benavidez, Town Attorney

[Exhibit A]




















[Records Retention Schedules]






















It is important for the Town to establish a Record Retention Policy, which will provide for the retention and destruction of documents and other records maintained by the Town. Over-saving records and storing them for an unlimited period can create unnecessary problems which could easily be avoided. Records can be paper files, electronic documents, correspondence (including letters, faxes and emails) and data. A record retention policy helps establish a uniform rule across the organization as to how long something should be retained and also serves as a guide for when certain records can be destroyed. A good record retention policy can also reduce legal risks and discovery costs. Destroying documents in accordance with a reasonable record retention policy can help protect from legal risks.

















Here are 7 reasons why every workplace should have a document retention policy from ShredIt.com

1. **EFFICIENCY:** A document retention policy as part of a comprehensive document management process will detail how to organize documents for storage, retrieval, and record-keeping. This will make locating and retrieving records much easier. Plus, the policy will flag the expiry date and how the document will be destroyed.
2. **COST SAVINGS:** There are costs related to maintaining unnecessary records. Employees waste time and money looking for documents, and there are storage costs for office space, filing cabinets, hard drives, and cloud storage.
3. **COMPLIANCE:** Failure to comply with state and federal privacy laws and destroying records before the end of a required retention period can result in penalties; also, records may be needed to defend other claims. Manage risk by using the legal department or counsel and trusted third parties to ensure company policies comply with current and new regulations.
4. **CULTURE OF SECURITY:** A comprehensive policy includes measures to ensure the security of records whether they're stored as hard copy or digital. Embedding these regulations so they are part of employee training and a standard workplace process will help strengthen a culture of security throughout the organization.
5. **ACCESS CONTROL:** A number of laws, such as the Health Insurance Portability and Accountability Act (HIPAA), contain specific provisions for who may access information and how it may be used. Generally, information should be made available only on a need-to-know basis.
6. **DE-CLUTTERING:** Too much clutter in the workplace can increase employee stress and reduce productivity. A data retention policy, in effect, gives permission to delete digital content and dispose of paper records. With electronic records, it is not uncommon to buy more storage instead of deleting unnecessary files. While digital file deletion will help to clean up the hard drive, it's important to note that deleted data can still be restored with special software. When hard drives are obsolete or broken down, have them physically destroyed to protect and guarantee all data is destroyed.
7. **DESTRUCTION:** Any records containing confidential, personal, or financial information should be securely shredded when they are no longer needed or when retention requirements expire. Partnering with a trustworthy document destruction company is recommended because it will provide a secure chain of custody for document destruction. This would include tamper-proof consoles for paper documents that are no longer needed and scheduled service for secure shredding by security-trained personnel. A Certificate of Destruction should be issued after every shred. Hard drive and e-media destruction services should also be provided.

General Retention Schedules

	Schedule Date	Schedule Number	Title
 (http://apps.aalibrary.gov/records/general_ra/GS-1018.pdf)	11/27/2018	GS-1018 (Rev2)	Administrative and Management Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1050.pdf)	10/18/2018	GS-1050	Assault Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1051.pdf)	08/13/2018	GS-1051	Attorney, Municipal Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1046.pdf)	10/24/2018	GS-1046	Audit Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1052.pdf)	10/15/2018	GS-1052	Bond Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1053.pdf)	10/15/2018	GS-1053	Building Safety and Inspection Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1033.pdf)	10/18/2018	GS-1033	Cemetery Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1054.pdf)	10/15/2018	GS-1054	Child Convention and Child Abuse and Neglect Bureau Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1016.pdf)	10/15/2018	GS-1016	Clerks Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1043.pdf)	10/24/2018	GS-1043	Clergy Records and Code of Conduct Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1036.pdf)	10/18/2018	GS-1036	Constable Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1055.pdf)	10/18/2018	GS-1055	Copy Center and Mail Room Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1048_R1.pdf)	02/21/2018	GS-1048 (Rev1)	Coroner / Medical Examiner Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1056.pdf)	10/18/2018	GS-1056	County Attorney Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1004.pdf)	10/16/2018	GS-1004	Criminal History Record Information Records (For Non-Criminal Use)
 (http://apps.aalibrary.gov/records/general_ra/GS-1042.pdf)	10/24/2018	GS-1042	Disability Services / Accessibility Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1057.pdf)	10/16/2018	GS-1057	Economic / Community Development Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1058.pdf)	10/18/2018	GS-1058	Election Records
 (http://apps.aalibrary.gov/records/general_ra/GS-1026.pdf)	10/16/2018	GS-1026	Electronic Communications, Social Media and Website Records

 (http://apps.azlibrary.gov/records/general_ra/GS-1059.pdf)	10/16/2018	GS-1059	Emergency Services / Management Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1060.pdf)	10/16/2018	GS-1060	Environmental Quality / Health Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1028.pdf)	10/24/2018	GS-1028	Environmental Quality, Health, Management and Sustainability Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1034.pdf)	10/16/2018	GS-1034	Equipment Vehicle Services Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1023.pdf)	08/13/2018	GS-1023	Facilities and Grounds Management Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1017.pdf)	10/16/2018	GS-1017	Financial Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1024.pdf)	10/16/2018	GS-1024	Fire Fighting and Prevention Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1061.pdf)	10/16/2018	GS-1061	Flood Control Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1025.pdf)	10/16/2018	GS-1025	Food Service / Student Activities / Auxiliary Operations Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1022.pdf)	10/16/2018	GS-1022	Health and Medical Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1049.pdf)	01/07/2019	GS-1049	Historic Preservation Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1062.pdf)	10/16/2018	GS-1062	Historic Preservation Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1063.pdf)	10/16/2018	GS-1063	Housing Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1008.pdf)	10/25/2018	GS-1008	Human Resources / Personnel Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1064.pdf)	08/13/2018	GS-1064	Information Technology (IT) Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1031.pdf)	10/16/2018	GS-1031	Law Enforcement Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1065.pdf)	10/22/2018	GS-1035	Library Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1021.pdf)	10/22/2018	GS-1021	Officials Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1044.pdf)	10/26/2018	GS-1044	Parks and Recreation Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1066.pdf)	10/22/2018	GS-1066	Planning and Zoning Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1071.pdf)	08/13/2018	GS-1071	Process Office Records

 (http://apps.azlibrary.gov/records/general_ra/GS-1086.pdf)	08/13/2018	GS-1086	Public Defense Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1087.pdf)	08/12/2018	GS-1087	Public Fiduciary Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1003.pdf)	08/13/2018	GS-1003	Public Information and Marketing Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1088.pdf)	08/12/2018	GS-1088	Public Works - Streets (Transportation) Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1089.pdf)	08/13/2018	GS-1089	Public Works - Water & Sewer Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1086.pdf)	08/12/2018	GS-1032	Purchasing and Procurement Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1032.pdf)	08/12/2018	GS-1070	Recorder Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1070.pdf)	10/28/2018	GS-1038	Risk Management Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1088.pdf)	08/13/2018	GS-1029	Sales Tax Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1029.pdf)	08/13/2018	GS-1072	School Superintendent Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1072.pdf)	10/23/2018	GS-1073	Solid Waste and Recycling Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1073.pdf)	08/13/2018	GS-1074	Statistical Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1074.pdf)	10/23/2018	GS-1075	Transportation / Highways
 (http://apps.azlibrary.gov/records/general_ra/GS-1076.pdf)	10/23/2018	GS-1047	Treasurer Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1047.pdf)	10/23/2018	GS-1078	Warehouse / Supply Records
 (http://apps.azlibrary.gov/records/general_ra/GS-1078.pdf)			



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

ORDINANCE NO. 2019-14

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, AMENDING THE TOWN CODE TITLE 2 "ADMINISTRATION AND PERSONNEL," CHAPTER 2.30 "OFFICERS IN GENERAL," CHAPTER 2.35 "OFFICERS," CHAPTER 2.55 "POLICE DEPARTMENT," AND CHAPTER 2.70 "ANIMAL CONTROL," TO CHANGE THE DUTIES OF THE POLICE CHIEF, TOWN MANAGER, TOWN CLERK, FINANCE CLERK AND TOWN COUNCIL; REMOVE PROVISIONS FOR K-9 OFFICERS; HAVE POLICE OFFICERS' AND ANIMAL CONTROL OFFICERS' PAY RATES ESTABLISHED BY THE TOWN MANAGER; AND AUTHORIZE THE TOWN MANAGER TO HIRE POLICE OFFICERS AND ANIMAL CONTROL OFFICERS BASED ON NEED AND BUDGET AVAILABILITY.

WHEREAS, the Town Council of the Town of Huachuca City has adopted by Resolution No. 84-002 a code known as the Town Code of the Town of Huachuca City, Arizona [the "Code"], and has amended and republished the Code from time to time, as authorized by A.R.S. 9-240 (B) (28) and Town Ordinance No. 15-02; and

WHEREAS, pursuant to A.R.S. section 9-303 and Ordinance No. 2016-014, the Town Council has established the office of town manager; and

WHEREAS, the Town Council wishes to amend the Code to change the duties of the police chief, town manager, town clerk, finance clerk and town council; remove provisions for k-9 officers; have police officers' and animal control officers' pay rates established by the town manager; and authorize the town manager to hire police officers and animal control officers based on need and budget availability; and

WHEREAS, as required by the Code, section 2.25.040, this Ordinance was first read at a public meeting of the Town Council on September 12, 2019, and at a subsequent meeting on September 26, 2019.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Town of Huachuca City, as follows:

SECTION 1. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.30 "OFFICERS IN GENERAL," Section 2.30.020 "Treasurer and collector of taxes," is amended as follows, with deletions in ~~strike through~~ and additions in underlined text, as follows:

2.30.020 Treasurer and collector of taxes.

The finance clerk shall act as treasurer, ~~and the marshal shall act as collector of taxes.~~

SECTION 2. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.35 "OFFICERS," Section 2.35.020 "Town marshal," is amended as follows, with deletions in ~~strike through~~ and additions in underlined text, as follows:

2.35.020 Town marshal.

The marshal shall be the chief of police and shall ~~be collector of all taxes of the town; provided, that the collection of such taxes may be administered by the clerk. He shall~~ perform such duties as may be required of him by law and as the council may deem necessary.

SECTION 3. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.55 "POLICE DEPARTMENT," Section 2.55.010 "Created - Composition," is amended as follows, with deletions in ~~strike through~~ and additions in underlined text, as follows:

2.55.010 Created – Composition.

There is hereby created a police department for the town which shall consist of a chief of police who shall also serve as town marshal, and as many policemen as may from time to time be deemed necessary by the ~~council~~ town manager, based upon need and budget availability, for the safety and good order of the town.

SECTION 4. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.55 "POLICE DEPARTMENT," Section 2.55.020 "Appointment of officers," is amended as follows, with deletions in ~~strike through~~ and additions in underlined text, as follows:

2.55.020 Appointment of officers police chief.

The chief of police shall be appointed by the council and shall serve at the pleasure of the council. ~~The council shall appoint as many policemen as may from time to time be deemed necessary for the safety and good order of the town.~~

SECTION 5. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.55 "POLICE DEPARTMENT," Section 2.55.030 "Compensation of officers," is amended as follows, with deletions in ~~strike through~~ and additions in underlined text, as follows:

2.55.030 Compensation of officers.

The chief of police and the policemen of the town shall be compensated as determined by the ~~council~~ town manager. The chief of police shall not receive any perquisites,

commissions or compensations for his services as chief of police, or town marshal ~~or tax collector~~, except as the ~~council~~ town manager may prescribe.

SECTION 6. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.55 "POLICE DEPARTMENT," Section 2.55.080 "Canine officer pay policy," is repealed in its entirety and replaced to read as follows:

2.55.080 Repealed and reserved.

SECTION 7. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.70 "ANIMAL CONTROL DEPARTMENT," Section 2.70.020 "Members," is amended as follows, with deletions in ~~strike through~~ and additions in underlined text, as follows:

2.70.020 Members.

Members of the department shall include the animal control officer and such deputies as may be authorized by the ~~mayer and common council~~ town manager based upon need and budget availability. The animal control officer shall report to the chief of police.

SECTION 8. The Code, Title 2 "ADMINISTRATION AND PERSONNEL," Chapter 2.70 "ANIMAL CONTROL DEPARTMENT," Section 2.70.030 "Salaries," is amended as follows, with deletions in ~~strike through~~ and additions in underlined text, as follows:

2.70.030 Salaries.

Salaries of the members of the department shall be such sums as designated by the ~~mayer and common council~~ town manager.

SECTION 9. All ordinances, parts of ordinances, resolutions, parts of resolutions, policies, and parts of policies in conflict with the provisions of this Ordinance, or any part hereof, are hereby repealed.

SECTION 10. If any section, subsection or portion of this Ordinance is for any reason held to be invalid or unenforceable by the decision of a court of competent jurisdiction, such decision shall not affect the validity or enforceability of the remaining portions hereof.

SECTION 11. The Town Clerk is hereby directed, pursuant to the Code, section 2.25.080, to publish this Ordinance as required by A.R.S. 9-812 and 39-204.

PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 26th DAY OF SEPTEMBER, 2019.

[Signatures follow]

Johann Wallace, Mayor

ATTEST:

Janine Collins, Town Clerk

Approved as to Form:

Thomas Benavidez, Town Attorney



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

RESOLUTION NO. 2019-29

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AUTHORIZING THE TOWN TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH THE ARIZONA DEPARTMENT OF TRANSPORTATION ["ADOT"] TO ESTABLISH MAINTENANCE AND INSTALLATION RESPONSIBILITIES FOR AN EMERGENCY VEHICLE PRE-EMPTION SYSTEM ("EVP SYSTEM") IN THE RIGHT-OF-WAY OF STATE HIGHWAY 90.

WHEREAS, the Town desires to install an EVP System on State Highway 90 for emergency access from School Drive; and

WHEREAS, the Town requires authorization and cooperation from ADOT to install and maintain the EVP System; and

WHEREAS, ADOT and the Town may contract for services and enter into agreements with one another for joint or cooperative action, pursuant to A.R.S. section 11-952; and

WHEREAS, ADOT and the Town have already entered into a HURF Exchange funding agreement to pay for the EVP System; and

WHEREAS, attached hereto as Exhibit A and incorporated herein by this reference, is an agreement for installation and maintenance of the EVP System; and

WHEREAS, the Mayor and Council have determined that approval of the Agreement is in the best interest of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the Town of Huachuca City, Arizona, as follows:

Section 1. The Town is hereby authorized to enter into the Agreement between the Town of Huachuca City and the State of Arizona, through its Department of Transportation, for installation and maintenance of the EVP System, said Agreement being attached hereto as Exhibit AA.@

Section 2. The Mayor of the Town of Huachuca City is hereby authorized and directed to execute said Agreement on behalf of the Town.

Section 3. The Town's officers and staff are hereby authorized to take all steps necessary and proper to implement the Agreement and give it effect.

**PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE
TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 12th DAY OF
SEPTEMBER, 2019.**

ATTEST:

Johann Wallace, Mayor

Approved as to Form:

Janine Collins, Town Clerk

Thomas Benavidez, Town Attorney

[Intergovernmental agreement with ADOT must be attached.]

ADOT CAR No.: IGA 19-0007445-I
AG Contract No.: P0012019002525
Project Location/Name: Highway 90 at
School Drive and at Camino de
Marana/Emergency Pre-Emption Signal
Type of Work: Maintenance and
Operation of Emergency Pre-Emption
Signal
ADOT Project No.: T0224 01C
TIP/STIP No.: SVMPO 19-01
CFDA No.: 20.205 - Highway Planning
and Construction
Budget Source Item No.: HURF
Exchange

INTERGOVERNMENTAL AGREEMENT

**BETWEEN
THE STATE OF ARIZONA
AND
THE TOWN OF HUACHUCA CITY**

THIS AGREEMENT is entered into this date _____, pursuant to the Arizona Revised Statutes §§ 11-951 through 11-954, as amended, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION (the "State" or "ADOT") and the TOWN OF HUACHUCA CITY, acting by and through its MAYOR and TOWN COUNCIL (the "Town"). The State and the Town are collectively referred to as "Parties."

L. RECITALS

1. The State is empowered by Arizona Revised Statutes § 28-401 to enter into this Agreement and has delegated to the undersigned the authority to execute this Agreement on behalf of the State.
2. The Town is empowered by Arizona Revised Statutes § 9-240 to enter into this Agreement and has by resolution, a copy of which is attached hereto and made a part hereof, resolved to enter into this Agreement and has authorized the undersigned to execute this Agreement on behalf of the Town.
3. The purpose of this Agreement is to allow the Town to establish maintenance responsibilities for emergency vehicle pre-emption devices ("EVP System(s)") on signals along Highway 90 for emergency access from School Drive and emergency flashers on Highway 90 in the Whetstone area within Town jurisdiction on ADOT right-of-way and in accordance with Traffic Engineering Guidelines, and Processes 624 (TGP 624), hereinafter referred to as (the "Project"). The funding for the EVP System is addressed in Arizona Highway User Revenue Fund (HURF) IGA 19-0007421.

THEREFORE, in consideration of the mutual terms expressed in this Agreement, it is agreed as follows:

II. SCOPE OF WORK**1. The Parties agree:**

- a. In the event that the EVP System(s) must be removed, the State will remove everything inside the cabinet and the Town will remove the equipment from the signal poles.

2. The State will:

- a. Confirm per established procedures of the State's Southcentral District Permit Office, that the Town has the required encroachment permit(s) for installation of the EVP System(s), on traffic signals, as identified by the Town and approved by ADOT, and a valid annual blanket encroachment permit on file for routine/minor maintenance and emergency maintenance work provided by the Town within the State's rights-of-way. Agree that any new construction or installation shall require a separate encroachment permit through the State's Southcentral District Permits Office, and shall issue those encroachment permits in accordance with established regulations and procedures based on scope of work.
- b. Upon completion of construction and acceptance of the Project, provide a technician when access is needed to install and/or maintain the equipment for the Project in accordance with Traffic Engineering Guidelines and Processes (TGP 624).
- c. Not take any actions without prior notice to the Town that has the effect of disabling an EVP System, rendering it not functional.
- d. After notification from the Town as provided herein, on each occasion, make a signal technician available at the impacted signal location during normal working hours, to afford access to the signal cabinet to the Town personnel and contractors and thereafter review EVP Systems work and answer questions from the Town personnel or Town contractors.

3. The Town will:

- a. Install and maintain all EVP System(s) in accordance with TGP 624 at the Town's sole expense.
- b. Be responsible for all costs associated with training ADOT traffic signal technicians.
- c. Request, maintain, and follow requirements of a valid annual construction encroachment permit(s) for installation of EVP System(s) and a valid annual blanket encroachment permit for the routine/minor maintenance and emergency maintenance work provided by the Town within the State's rights-of-way. Any new construction or installation shall require a separate encroachment permit as per the State's established procedures, which may be obtained through the State's Southcentral District Permits Office. Notify ADOT's Traffic Operations Center of any emergency maintenance work affecting the State right-of-way.

- d. Contact the ADOT Systems Maintenance Group under the Transportation Systems Management and Operations (TSMO) Division, at least three business days prior to commencing any work within an affected signal cabinet, allowing ADOT to coordinate an onsite meeting of the Parties' representatives to discuss the EVP System work to be performed.
- e. Be responsible for maintaining a reasonable inventory of all associated EVP System components, including transmitters installed on fire trucks or ambulances, any optical sensor devices, and an emitter for testing as needed and appropriate, and maintain EVP on the poles, mast arms, EVP System components, and the card located in the controller cabinet, lighting, flashers, and electrical costs.

III. MISCELLANEOUS PROVISIONS

1. This Agreement shall become effective upon signing and dating of the Determination Letter by the State's Attorney General.
2. Any change or modification to the Project will only occur with the mutual written consent of both Parties.
3. This Agreement shall remain in full force and effect for successive periods of five (5) years from the effective date and may be amended upon mutual written consent of both Parties. This Agreement shall be reviewed and all reviews shall be completed within 60 days prior to the end of the 5th year anniversary date.
4. This Agreement may be cancelled at any time prior to the installation of the initial EVP System and after 30 days written notice to the other Party. It is understood and agreed that, in the event the Town terminates this Agreement, the Town shall be responsible for all costs incurred by the State up to the time of termination. It is further understood and agreed that in the event the Town terminates this Agreement, the State shall in no way be obligated to complete or maintain the EVP System(s).
5. The Town shall indemnify, defend, and hold harmless the State, any of its departments, agencies, officers or employees (collectively referred to in this paragraph as the "State") from any and all claims, demands, suits, actions, proceedings, loss, cost and damages of every kind and description, including reasonable attorneys' fees and/or litigation expenses (collectively referred to in this paragraph as the "Claims"), which may be brought or made against or incurred by the State on account of loss of or damage to any property or for injuries to or death of any person, to the extent caused by, arising out of, or contributed to, by reasons of any alleged act, omission, professional error, fault, mistake, or negligence of the Town, its employees, officers, directors, agents, representatives, or contractors, their employees, agents, or representatives in connection with or incident to the performance of this Agreement. The Town's obligations under this paragraph shall not extend to any Claims to the extent caused by the negligence of the State, except the obligation does apply to any negligence of the Town which may be legally imputed to the State by virtue of the State's ownership or possession of land. The Town's obligations under this paragraph shall survive the termination of this Agreement.

6. The Town acknowledges and will comply with Title VI of the Civil Rights Act Of 1964.
7. This Agreement shall be governed by and construed in accordance with Arizona laws.
8. This Agreement may be cancelled in accordance with A.R.S. § 38-511.
9. The Town shall retain all books, accounts, reports, files and other records relating to the Agreement for five years after completion of the Project. These documents shall be subject at all reasonable times to inspection and audit by the State. Such records shall be produced by the Town at the request of ADOT.
10. This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable Federal regulations under the Act, including 28 CFR Parts 35 and 36. The Parties to this Agreement shall comply with Executive Order Number 2009-09 issued by the Governor of the State of Arizona and incorporated by reference regarding "Non-Discrimination."
11. **Non-Availability of Funds:** Every obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the fulfillment of such obligations. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State at the end of the period for which the funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments as a result of termination under this paragraph.
12. In the event of any controversy, which may arise out of this Agreement, the Parties agree to abide by arbitration as is set forth for public works contracts if required by A.R.S. § 12-1518.
13. The Parties shall comply with the applicable requirements of A.R.S. § 41-4401.
14. The Parties shall certify that all contractors comply with the applicable requirements of A.R.S. §35-393.01.¹
15. The Parties shall comply with all applicable laws, rules, regulations and ordinances, as may be amended.
16. All notices or demands upon any Party to this Agreement shall be in writing and shall be delivered in person or sent by mail, addressed as follows:

For Agreement Administration:
Arizona Department of Transportation
Joint Project Administration

Town of Huachuca City
Attn: Mathew Williams

¹ In *Jordahl v. Brnovich et al*, Case No. 3:17-cv-08263 (D. Ariz.), the U.S. District Court entered a preliminary injunction that enjoins the State from enforcing A.R.S. § 35-393.01(A) (the "Anti-Israel Boycott Provision"). That statute states that: "[a] public entity may not enter into a contract with a company to acquire or dispose of services, supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of Israel." Unless and until the District Court's injunction in *Jordahl* is stayed or lifted, the Anti-Israel Boycott Provision (A.R.S. § 35-393.01(A)) is unenforceable and the State will take no action to enforce it.

205 S. 17th Avenue, Mail Drop 637E
Phoenix, Arizona 85007
IPABranch@azdot.gov

For Project Administration:

Arizona Department of Transportation
Southern Region Traffic
1221 S. 2nd Avenue
Tucson, Arizona 85713
520.388.4200

For Financial Administration:

Arizona Department of Transportation
Southcentral District
1221 S. 2nd Avenue
Tucson, Arizona 85713
520.388.4200

500 N. Gonzalez Blvd.
Huachuca City, AZ 85616
520.456-1354
mwilliams@huachucacityaz.gov

Town of Huachuca City
Attn: Mathew Williams
500 N. Gonzalez Blvd.
Huachuca City, AZ 85616
520.456-1354
mwilliams@huachucacityaz.gov

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17. In accordance with A.R.S. § 11-952 (D), attached and incorporated in this Agreement is the written determination of each Party's legal counsel that the Parties are authorized under the laws of this State to enter into this Agreement and that the Agreement is in proper form.

IN WITNESS WHEREOF, the Parties have executed this Agreement the day and year first above written.

TOWN OF HUACHUCA CITY

STATE OF ARIZONA

Department of Transportation

By _____
JOHANN R. WALLACE
Mayor

By _____
BRENT CAIN, PE
Division Director

ATTEST:

By _____
MATHEW WILLIAMS
Town Clerk

ATTORNEY APPROVAL FORM FOR THE TOWN OF HUACHUCA CITY

I have reviewed the above referenced Intergovernmental Agreement between the State of Arizona, acting by and through its DEPARTMENT OF TRANSPORTATION, and the TOWN OF HUACHUCA CITY, an agreement among public agencies which, has been reviewed pursuant to Arizona Revised Statutes §§ 11-951 through 11-954 and declare this Agreement to be in proper form and within the powers and authority granted to the Town under the laws of the State of Arizona.

No opinion is expressed as to the authority of the State to enter into this Agreement.

Town Attorney

Date



Huachuca City, AZ 85616
(520) 456-0493
FAX: (520) 413-2107

Mailing Address:
Sierra Enterprises LLC
dba BNR Paving &
dba Sierra Striping
14040 S. Burnt Corral Ct.
Vail, AZ. 85641

PROPOSAL

8/29/2019

Submitted by: Lance Clawson

Proposal #: S0826-19R

Town of Huachuca City
ATTN: Dr. Jim Johnson
500 N. Gonzales Blvd.
Huachuca City, AZ 85616
Phone: (520) 456-1354

Res Lic: ROC253524
Com Lic: ROC253524
38

We hereby propose to furnish all the materials and perform all the labor necessary for the completion of the project located at: **Intersection of Skyline and Hunt Road, Huachuca City, AZ 85616**

Asphalt Paving

1. Saw cut, remove, and haul away distressed asphalt from work area.
2. Scarify, condition, grade, and compact existing base material.
3. Import, condition, grade, and compact AB at an average compacted depth of 4".
4. Apply tack oil to vertical abutments as necessary.
5. Pave thickened edge at road end.
6. Pave approximately 1,039 square feet to an average compacted depth of 3" with ½" hot mix asphalt.
7. Compact the asphalt with one or more steel drum rollers.
8. Clean up any debris resulting from the above operations.

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner:

Proposal Subtotal:	\$4,750.00
Prime Contracting Tax:	<u>247.04</u>
Proposal Total:	\$4,997.04

Payment Due Upon Completion. (A late fee of 1.5% will be applied monthly on balances past 15 days).

Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

This quote is valid for 30 days. However, any price change in materials will be passed on.

Respectfully submitted,

*Jason Yates &
Lance Clawson*

Sierra Enterprises LLC,
dba BNR Paving &
dba Sierra Striping

ACCEPTANCE OF PROPOSAL

The prices, specifications and conditions above and on the back side are satisfactory and are hereby accepted.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

The signature of the owner or owner's authorized representative on this proposal constitutes understanding and acceptance of all the terms on the front and back and is a binding contract.

STANDARD TERMS AND CONDITIONS

1. WARRANTY: Subject to the exclusions and limitations below, BNR Paving warrants its work to be free of defects in materials and workmanship. BNR will repair or replace areas of pavement which are not satisfactory due to defects in material or workmanship, provided written notice of the claim is received by BNR within one year from completion of work. All guarantees and/or warranties become effective as of the date BNR Paving receives complete contract amount, including any change order amounts.

2. EXCLUSIONS AND LIMITATIONS ON WARRANTY: This warranty shall be subject to the owner and/or contracting agent representing owner complying with the following conditions: (a) The work area shall be free from water prior to commencement of work and remain water free until contractor has completed work and materials have cured; and (b) The work area remains closed to vehicles until contractor approves opening. Any responsibility under Warranty shall be limited to repair or replacement of the affected area; under no circumstances will BNR be responsible for any incidental or consequential damages, such as loss of use, loss of income or other claims.

*BNR Paving cannot be responsible for pre or post vegetation control.

3. OWNER'S RESPONSIBILITY: Owner or its contracting agent shall be responsible to supply all water necessary for this project. Owner shall be responsible for maintaining barricades and closures after BNR's employees leave jobsite and until instructed by BNR that barricades may be withdrawn. Owner shall ensure that all work areas are kept dry and free of water for at least 24 hours prior to commencement of work and remain free of water until BNR has confirmed the project is completed.

4. SOIL CONDITIONS AND DEPTH: Due to the inability of either the contractor or owner to anticipate the subbase conditions and asphalt depth, the contract price is based on reworking existing base; that is, no replacement cost is contemplated or included in work unless otherwise stated in bid. Also, asphalt removal and replacement is limited to a maximum of 2 inches unless otherwise specified. If additional work and/or materials is required beyond the contract price, BNR will suspend work and notify owner and negotiate price for additional labor and materials or establish that the work will be done on a time and materials basis.

BNR is not responsible for determining the subbase conditions including type and characteristics of soil, or its stability and bearing capacity. Should it appear to BNR that soil conditions will not support the pavement projects, BNR will suspend work and notify the owner. If the owner instructs BNR, in writing, to proceed despite such unfavorable condition, BNR at its option may withdraw the warranty for all or part of the project.

5. UNDERGROUND UTILITIES: BNR shall not be responsible for underground lines or utilities that are buried less than 18 inches below work surface. Owner shall furnish plans or locations of lines or utilities if they exist. If no such information is furnished, owner assumes responsibility in case of damage to lines or utilities.

6. ENVIRONMENTAL DISCOVERIES: In the event BNR determines that the subbase or pavement to be recovered is contaminated by petroleum products or other hazardous materials, BNR will suspend work and notify the owner of the conditions found. BNR will not recommence its work until the condition has been remediated and all contaminated materials have been removed. BNR shall not be responsible for any soil testing required or for any remediation of any contamination nor for any other liability in connection therewith; Owner agrees to indemnify and hold harmless BNR from any liability in connection with contamination found to exist on the property and to reimburse BNR for any costs associated with the suspension of the project.

7. PLANS AND SPECIFICATIONS: The plans and specifications attached hereto, if any, form a part of this contract. In case of conflict between provisions stated in such plans and specifications and the terms within the contract, the terms of this contract shall prevail.

8. ELEVATIONS: BNR assumes no responsibility or liability for damage to persons or property caused by changes to the pavement elevations. Owner agrees to indemnify and hold harmless BNR from any claims arising out of any changes to pavement elevations.

9. CHANGE ORDERS: Any change orders shall be in writing and signed by BNR and the owner or owner's representative prior to the commencement of any additional work.

10. MECHANIC'S LIEN RIGHTS: BNR reserves the right to file a preliminary mechanic's lien notice and to retain and pursue all mechanic's lien rights arising out of this contract. The filing of a preliminary notice in no way reflects on the owner.

11. TIME: Completion of the project stated in this contract is based upon optimum weather conditions and lack of any other unforeseen delays. BNR undertakes to perform this contract with as little delay as possible, but BNR will not be responsible for delays beyond its control, including unfavorable weather conditions, vehicles parked in work area, water sprinklers, or strikes interfering with labor or delivery of materials. If BNR is unable to commence the work after notice to proceed, due to owner's instructions to cease or other fault of owner, BNR may at its option suspend work and recover from owner the costs of such delay, up to \$500 per day.

12. ATTORNEY'S FEES: In the event it is necessary for either party to retain the services of an attorney to pursue an action to interpret or enforce this agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees incurred.

Pursuant to Arizona law we are required to inform you that the you have the right to file a written complaint with the Arizona Registrar of Contractors for alleged violation of Arizona Revised Statutes section 32-1155. Any complaints must be made within the applicable time period as set forth in section 32-1155, subsection A. You may contact the ROC at 802-542-1525 or www.azroc.gov. Sierra Enterprises LLC dba BNR Paving and dba Sierra Striping requests that if any portion of its work is unsatisfactory that it be notified prior to the filing of a complaint so that it can resolve any concerns.

Owner/Agent Initials _____

Proposal # S0626-19-38



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

RESOLUTION NO. 2019-30

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, IN SUPPORT OF EFFORTS TO RECEIVE NATIONAL PARK DESIGNATION FOR THE CHIRICAHUA NATIONAL MONUMENT; AND DIRECTING THE TOWN MANAGER, TOWN CLERK, TOWN ATTORNEY, OR THEIR DULY AUTHORIZED OFFICERS AND AGENTS TO TAKE ALL STEPS NECESSARY AND PROPER IN FURTHERANCE THEREOF.

WHEREAS, the Chiricahua National Monument is an area of great natural beauty unique to Cochise County that offers a wealth of outdoor activities, scenery, and wildlife and is deserving of National Park status; and

WHEREAS, a national park within the county would benefit the local economy as national parks draw many visitors from around the country and the world; and

WHEREAS, a dedicated group has begun the official process of seeking National Park designation for the Chiricahua National Monument.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, AS FOLLOWS:

SECTION 1

The Town's practice of supporting projects that would have long-lasting benefit to the Town and its residents is hereby affirmed.

SECTION 2

The Mayor and Town Council wish to express support for the efforts to gain Congressional approval of National Park designation for the Chiricahua National Monument.

SECTION 3

The Mayor is hereby authorized to sign and deliver the letter of support attached hereto as Exhibit "A."

SECTION 4

The Town Manager, Town Clerk, Town Attorney, or their duly authorized officers and agents are hereby authorized and directed to take all steps necessary and proper to carry out the purposes and intent of this Resolution.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 12th DAY OF SEPTEMBER, 2019.

Johann Wallace, Mayor

ATTEST:

Janine Collins, Town Clerk

Approved as to Form:

Thomas Benavidez, Town Attorney

EXHIBIT A

[Letter of Support must be attached.]

**The Honorable Ann Kirkpatrick
309 Cannon HOB
Washington, DC 20515**

Dear Representative Kirkpatrick,

I am writing to ask you to introduce bipartisan legislation to designate Chiricahua National Monument as a National Park.

As you well know, the Chiricahua National Monument is a stunning landscape in the heart of southern Arizona. The “Land of Standing Up Rocks” is extraordinarily unique and attracts visitors from all over the world. Visitors have the opportunity to hike and explore this geological wonder, experience natural sounds, and creatures and learn about the significant history of our region.

A National Park designation would undoubtedly raise the profile of Cochise County and Arizona generally. More visitors will come, and this will strengthen our local and regional economy. The boundaries and staff of the Chiricahua National Monument are already set and wouldn’t need to change with the establishment of the Chiricahua National Park. This designation would simply be a name change and wouldn’t require additional spending. What seems like such a simple change will have a significant economic impact on the surrounding region.

Chiricahua National Monument is a unique and awe-inspiring national gem and should be a National Park. Please introduce this legislation to boost our local economy and honor a well-deserving natural and historical treasure.

Sincerely,

**Mr. Johann R. Wallace, Mayor
Town of Huachuca City
jwallace@huachucacityaz.gov
Mobile: 520-595-8237**

Dusk till Dawn- Phase 2 contract has been approved. Phase 2 environmental testing's have been completed and are within acceptable levels.

Sewer Pond boring- Sewer pond sampling has been completed. We are awaiting results from Terracon.

Savings Accounts- A new savings account has been established for the state infrastructure fund. The state opted to pay all towns \$197,802 in FY 2019-20 for roads & bridges infrastructure projects. This money was received and is now available in the savings account.

Employee staffing- The Town is currently hiring for 1 position with the Public Works Department and 1 position with the Landfill. Both positions are full-time.

PSPRS Funding- The Town funding plan for the PSPRS unfunded liability has been submitted to the state.

Senior Center Programs- The Town Senior Center re-opened on Wednesday, August 21st from 8:30am-2:00pm. The Senior Center will also be open on Friday's from 10am-2pm.

Chiricahua Medical Clinic- The Chiricahua clinic returned to the Senior Center on Wednesday, August 21st from 8:30am-2:30pm.

Hwy 90 Flags program- Town staff is working with ADOT and SSVEC to place flags on the poles on hwy 90 (in Town limits) for the patriotic holidays. These will begin with Veterans Day (November 11th). Public Works department will be maintaining this program.

Christmas Lights sponsorship program-Town staff is working on a program to sale business sponsorships of Town Christmas lights to be installed on poles on Hwy 90. The Town will be paying for the electrical supplies with SSVEC installing the outdoor electrical receptacles needed. Watch for more information on this going forward.

Caterpillar water wagon- The 613 Caterpillar water wagon sold for \$15,000.

Bus Line LOI- The Town LOI (Letter of Interest) for the bus grant has been approved. Town staff will now be working on the grant application which is due to by 9/27/19.

Town Clerk-

- Going through old ordinances and making sure they have been published. While reviewing old ordinances it was discovered that not all were published as is required by law. (3) ordinances are now being published. All were approved by Council.
- Any old ordinances which were not published are now getting published correctly.
- We have many businesses in our small town. Going through all the business license accounts to make sure all the proper paperwork is included and up to date is important.
- With the help of other town clerks learning about retention laws.
- When an ordinance is approved, after publication, it also needs to be added to the town code through the code company.

Finance Clerk's

(See attachment)

Police-

Hello Team, here are some updates regarding your Police Department, Records Department and Animal Control Officers.

Police: Officers have completed their vacations and participation in training opportunities. This has been accomplished with a minimal amount of overtime paid out. Ofc Arnett is adjusting to his promotion of Training Corporal. To my knowledge, this is the first time this rank has been utilized at HCPD. HCPD also completed Intoxilyzer 9000 Training (new version of breath tester). HCPD will need to submit a grant to purchase this new piece of equipment. Estimated cost will be approximately \$10,000.00. We hope to accomplish this through our partnership with GOHS. HCPD's newest hire (Miriam Bear) has completed three weeks in the academy and is progressing fine.

Staff continues to identify issues with SEACOM and work with their staff to resolve these issues. Line of Sight (Radio Communications) for the Tower is an issue that is being worked on with Town staff and SEACOM. HCPD will explore the option of moving our repeater to the Tower on Skyline.

There are numerous Town events that will need to be supported by your Police Department in the near future. National Night Out / Back to School has been completed.

The Herald newspaper wrote an article regarding SEACOM on 8-11-2019. Sierra Vista PIO has requested comments from Matthew Williams and me. The responses were sent out as of 8-15-2019. What's next!

Records Department: Continues the process of identifying, resolving internal workflow concerns. Anyone requesting assistance from your Police Department should contact SEACOM directly. This insures that an incident is documented and the investigation process begins immediately.

Gerri Sullivan is completing a report regarding our partnerships with Operation Stonegarden and GOHS. We welcome any feedback from staff or Council on what information is required.

Animal Control:

Currently, the Animal Shelter carry's two Part Time employees.

Your two remaining ACO's are Rebecca Sizemore and Gerald Hursh. Our ACO's have recently completed a Basic Animal Control course in Benson. This training is necessary to help insure their safety. Your Animal Shelter continues to experience great challenges over the coming months. HCPD has recently pursued and received a 1991 Chevy rescue truck through the Government Surplus program. We spent approximately \$800.00 to outfit the truck with the minimal equipment necessary to keep my ACO's safe on the roadways. The animals will continue to be transported to the Sierra Vista Animal Shelter by our Animal Control Officers.

Whetstone Fire-No report provided

Library Report-

1. Library staff did an excellent job of keeping the Library running and getting the Senior Center open during the director's absence. A huge thank you to all of them!
2. Our Back to School Fair/National Night Out was a success. We had fantastic support from our local masonic lodge and Southwest Gas. Gave away approximately 130 backpacks but had over 400 people come through the library.
3. The MOU with the Huachuca City Community Garden (HCCG) to develop the garden area behind the library was approved. The Letter of Intent for the Legacy Foundation Grant was also approved. Yay! Planning and grant application will continue.

4. Senior Center opened on Wed, Aug 21st. They were also open on Fri, Aug 23rd. Approximately 12 folks stopped in on each day. Very slow but as word gets out, we hope that attendance will rise. We are still tweaking Senior Center operations. If you haven't seen the Senior Center lately, please stop by to see it. It is currently open on Wednesdays from 8:30-2 and on Fridays from 10-2. Hours may be changed based on patronage. We also hope to open at least one more day a week but will set that day based on community feedback.

5. Chiricahua Mobile Health Clinic was here twice this month. It has started off slow but the number of patients doubled between their first visit and their second. We took flyers to the school this week and are looking for other ways to get the word out. They do take walk-ins if space is available. Additionally, folks without insurance are also welcome. They will be charged on a sliding scale based on income.

6. Hosted the Cochise County Rural Activation and Innovation Network (RAIN) Meeting at the library. RAIN promotes informal Science, Technology, Engineering and Math learning throughout the state. We received a \$2K grant from them last year. I gave a presentation of the STEM programming we have done in our library to show them how their money impacted our community. They were very impressed and happy. Want me to film the presentation so they can post on their website. I suspect we will be able to get additional funding from them in the future. In fact, they told us to dream big, plan a project and ask for the money.

7. I am scheduled to meet with Captain Souza from the Salvation Army on Wed, Aug 28 to discuss food distribution at the Senior Center.

Public works Foreman/Landfill

1. All Daily rounds have been completed at all Well Sites, Sewer Ponds, and Landfill.
2. All Monthly, Samples for the Holding Ponds have been pulled and sent to Tucson.
3. The MRDL "Maximum Residual Disinfectant Limits", DMR "Discharge Monitoring Report", SMRF "Self-Monitoring Reporting Form", Quarterly Tonnage Report have been completed and submitted in to ADEQ.
4. Terracon collect ten soil samples at the Natural Ponds to further the closing process.
5. Public works continues to repair various Meter Sets and replacing Water Meters

6. The 816K Packer has been out of service due to and Engine Error Code E1045 "Low Manifold Pressure". Empire had to replace a hose that blew from not being able to hold pressure. The 816 K Packer finally back online, packing trashes August 15th, 2019. YEA!!
7. Public works continues to cut and clean weeds, grass throughout Huachuca City. The Brush Hog Tractor has been out of service for repairs. All parts have come and are schedule to be worked on Friday, August 16th. We have started to cut around the curbs, signs to prep highway for mowing with the Brush Hog. This is why you have seen overgrowth driving through town.
8. Repair to the Blown Heater Coil Feed Line was completed by Public Works to get PW2 Truck in service.
9. Public works service D2 Dump Truck, Oil, Filters, Hydraulics, Tires and Lights.
10. The basin for the water tank at the Library has been completed with rip rap rocks, cement to prevent it from washing out.

BUILDING OFFICIAL

Building Dept.

The building department has seen an uptick in the building permits issued for the year to date. We completed a house remodeling project on Elgin Street this month that turned out very nice. The Owners have moved to Washington State and have decided to sell the property instead of renting it out. Several other permits have been issued for smaller home improvement projects such as roofs, sheds and electrical panel upgrades.

I am seeing a considerable amount of real estate sales and transactions within the Town, which is a good sign that the market is changing and becoming more active. This is also an indication that families are beginning to buy and sell again. Folks are buying up properties and moving in.

Update on Power Distribution Upgrade

In June 2019, Council voted to move forward with Granite Peak Electric to reroute the IT sub-panel to the Town Hall meter and split the power cost between Town Hall and the Police Department. Both the Police and Fire Departments have assured me that the backup generator responds properly during a full shutdown, I have decided

to move forward with this electrical update. The Contractor has informed me that he is out of State and would not be able to proceed with the work for two to three months. Since this is not considered an emergency, I have agreed to wait for his return.

Zoning Dept.

Planning and Zoning Commission held their regular meeting in August. Currently they are focusing on training for their newer members and updating the allowable use classifications within the commercial zones. The meeting started off with a fantastic training workshop on the Open Meeting Law by our City Manager Matt Williams, followed by Part One of a training workshop presented by me on the Role and Guidelines for the Commissioners. I will conclude the presentation at the September meeting.

The Commission Chairman has reported that she is awaiting a heart transplant at this time. She has expressed that she would like to remain on the Commission, so City Manager and I have agreed to excuse her absences during her recovery time. We all wish her the best and look forward to her return to good health.

Respectfully submitted,

Dr. Jim Johnson, PhD, CBO, CCI
Building Official/Zoning

Administrator

SVMPO/SLRP/TAC-



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

E-Mail: hvu@huachucacityaz.gov

August 13, 2019

Finance Clerk's Report For Council Meeting

- Total Bank Balance as of August 13, 2019 is \$ **669,706.99**
 - a. Operating Account \$ 255,454.68
 - b. Basic Business Checking with Interest \$ 25,129.99
 - c. General Fund \$ (5,876.53)
 - d. Water Savings \$ 21,829.16
 - e. Sewer Savings \$ 21,704.82
 - f. HURF Savings \$ 21,763.95
 - g. Landfill Savings \$ 129,426.58
 - h. State Infrastructure Fund \$ 197,802.20
 - i. Police Car Savings \$ 0.00
 - j. Holiday Basket Savings \$ 2,472.14
- Auditors
 - a. Working on Auditors' Requests
 - b. Field Work Starts Sept 16-20, 2019
- PSPRS Tier 3-Police Department Responsibilities
 - a. Assist New Officer/Member in selection of plan/rate
 - b. New Officer selects whatever plan/rate
 - c. If New Officer go DB it would be 9.94% and if employer do not withhold for Social Security then they also have to pay a minimum of 3% to the DC plan but they can elect to pay more
 - d. Either way the employer pays 9.94% (DB) and 3% (DC)
 - e. If they go the DC only plan then they pay whatever rate they elect plus a 1.51% Disability Plan and the employer pay's:
 - 1. 9.00% DC Contribution
 - 2. 1.51% Disability Plan Contribution
 - 3. 7.68% Unfunded Liability Rate Contribution
 - f. See below....

3	Employer ID:							
4		253						
5	HUACHUCA CITY POLICE DEPT.	Tier 1		Tier 2		Tier 3		
6	Membership Date on or after	7/1/1968	7/20/2011	1/1/2012		7/1/2017		
7	Participates in Social Security	n/a	n/a	Yes	No	Yes	No	n/a
8	Available Retirement Plan	DB Only	DB Only	DB Only	Hybrid	DB Only	Hybrid	DC Only
9								
10	Employee Contribution Rate							
11	PSPRS DB Rate (DBCN)	7.65%	11.65%	11.65%	11.65%	9.94%	9.94%	
12	PSPRS DC Rate (DCCN)				3.00%		3.00%	9.00%
13	PSPRS Disability Rate (DCDT)							1.51%
14	Total EE Contribution Rate	7.65%	11.65%	11.65%	14.65%	9.94%	12.94%	10.51%
15								
16	Employer Contribution Rate							
17	PSPRS DB Normal Cost (DBCN)	14.13%	14.13%	14.13%	14.13%	9.94%	9.94%	
18	PSPRS DB Tier 1 & 2 Unfunded (EPSL)	7.68%	7.68%	7.68%	7.68%	7.68%	7.68%	7.68%
19	PSPDCRP Rate (DCCN)				4.00%		3.00%	9.00%
20	PSPDCRP Disability Program Rate (DCDT)							1.51%
21	Total ER Contribution Rate	21.81%	21.81%	21.81%	25.81%	17.62%	20.62%	18.19%
22								

Thank you.

Huachuca
Finance Clerk
500 N Gonzales Blvd
Huachuca City, AZ 85616
hvu@huachucacityaz.gov
Office: 520-456-1354